SMART Board™ Interactive Whiteboard Training for Macintosh OS X Users

SMART Technologies Inc.™

Bringing people and ideas together.™

Suite 300, 1207 11th Avenue SW, Calgary, AB CANADA T3C 0M5
Tollfree 1.888.42.SMART, ext. 2690 (Canada/U.S.)
Phone +1.403.245.0333 Fax +1.403.228.2500
E-mail: services@smarttech.com www.smarttech.com

Trainer Information

Name _____

Phone _____

E-mail _____

Getting Started **1**
How Does the SMART Board Interactive Whiteboard Work? 2
Your Finger is Your Mouse 3
The SMART Pen Tray 3
The On-Screen Keyboard 4
Control-Click Button 5
Orienting Your SMART Board Interactive Whiteboard 5
The Help Button 5
Ready Light 6
Writing Notes 7
Capturing Your Notes and Drawings 8
Review: Getting Started 9
Hands-On Practice: Basic Functionality 11

Notebook Software **15**
Using Notebook Software for the First Time 16
Menus 17
Side Tabs 18
Page Sorter 19
Objects in Notebook Software 19
Handwriting Recognition 25
Typed Text 25
Check Spelling 25
Drawing Tools 26
Inserting Images into Notebook Software 27
The Gallery 28
The Attachments Tab 31
Sharing Your Notebook File 31
Review: Notebook Software 33
Hands-On Practice: Lesson Planning and Delivery with Notebook Software 35

SMART Board Tools **37**
Accessing SMART Board Tools 38
SMART Recorder 38
Floating Tools 40
Other Tools 42
Control Panel 43
Start Center 45
Instant Conferencing 45
Review: SMART Board Tools 47

Additional Resources **49**
The SMART Training Center 50
SMART's Education Solutions Website 50
SMART Ideas Concept-Mapping Software 51

Summary **53**

© 2006 SMART Technologies Inc. All rights reserved. Bridgit is a registered trademark of SMART Technologies Inc. in Canada and the EU. SMART Ideas is a registered trademark of SMART Technologies Inc. in Canada and the U.S. SMART Board, Whisper-tip, Notebook, Bridgit and SMART Ideas are trademarks of SMART Technologies Inc. The Bridgit logo is a registered trademark of SMART Technologies Inc. in Canada and the EU. The Bridgit logo is a trademark of SMART Technologies Inc. The SMART logo is a trademark of SMART Technologies Inc. All other third-party product and company names may be trademarks of their respective owners. Printed in Canada 05/2006

Getting Started

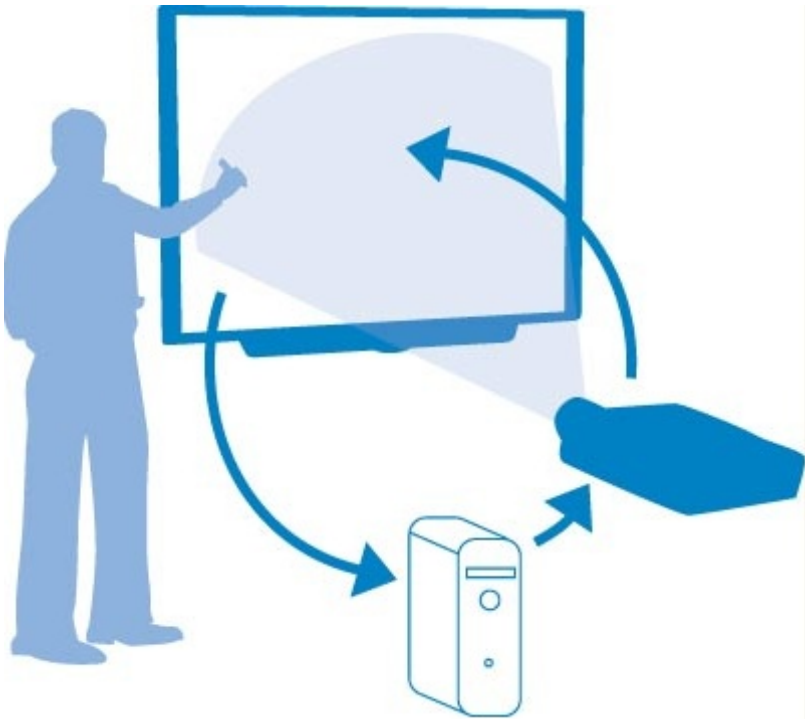
How Does the SMART Board Interactive Whiteboard Work?

The SMART Board interactive whiteboard is very easy to use. If you can use a computer, you can use a SMART Board interactive whiteboard.

The touch-sensitive display connects to your computer and projector to show your computer image. You can control applications from the display with your finger, write notes in digital ink and save your work to use later.

How Does the SMART Board Interactive Whiteboard Work?

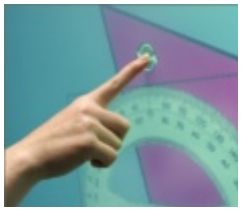
The SMART Board interactive whiteboard is touch sensitive and operates as part of a system that includes a computer and a projector.



- The computer sends an image of an application to the projector
- The projector casts the image onto the interactive whiteboard
- The interactive whiteboard acts as both the monitor and input device, allowing you to control an application by simply touching the interactive whiteboard

It may help you to think of your interactive whiteboard the same way you think of your mouse or keyboard – it is an input device that enables you to control applications on your computer.

Your Finger is Your Mouse



You can control applications on your computer from the interactive whiteboard. A press with your finger on a SMART Board interactive whiteboard is the same as a click with your mouse. You open an application the same way you do on your desktop computer, but instead of using your mouse to select and open files, just press or double-press the application icon with your finger.

Orienting the interactive whiteboard will ensure the cursor is aligned with your finger press. Orienting is discussed in detail on page 5.

The SMART Pen Tray

The SMART Pen Tray consists of four color-coded slots for pens and one slot for the eraser. Each slot has an optical sensor to identify when the pens and eraser have been picked up. You can write with the pen or with your finger, as long as a pen slot is empty. The technology in the pen tray is smart enough to know which tool was removed from its slot most recently. If you remove the eraser from its slot while you are still holding a pen, the pen tray will assume you want to erase. The lights above the tool slots indicate which tool was removed last.

The Pen-Tray Buttons

The pen tray has at least two pen-tray buttons. One button launches the On-Screen Keyboard. The second button makes your next touch on the interactive whiteboard a control-click. Some interactive whiteboards have a third button; this button is used to access the Help Center quickly.

Pen-tray buttons

Pen-tray buttons

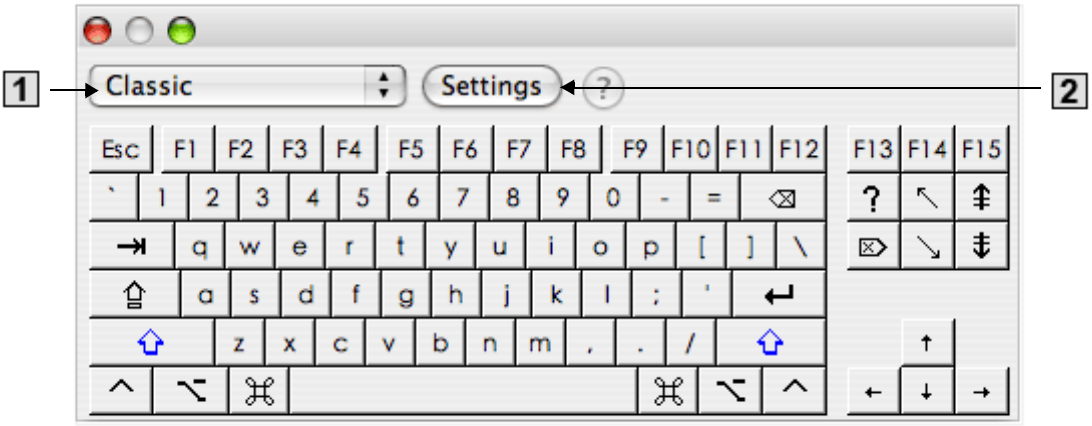
The Pens

The SMART Board interactive whiteboard comes with four Whisper-tip™ pens (black, red, green and blue) and one eraser. Although you do not need to use the pens to write on the interactive whiteboard, the pens do make writing more intuitive. Pick up a pen from the SMART Pen Tray and begin writing. To erase your digital ink, remove the eraser from the pen tray and move it in a smooth motion over your notes. The notes will then disappear.

The On-Screen Keyboard

Type or edit text in any application without leaving the interactive whiteboard.

Press the **Keyboard** button on the pen tray to launch the On-Screen Keyboard.



The Classic keyboard

1 **The Keyboard drop-down menu:** Use this menu to select either the Classic keyboard or the Simple keyboard. The Classic keyboard looks like a regular computer keyboard. The Simple keyboard is organized in alphabetical order, which is helpful when teaching young students.

The Simple keyboard

2 **Settings button:** Press the **Settings** button to launch a dialog box that will allow you to make the On-Screen Keyboard translucent. This is helpful when you want to type with the On-Screen Keyboard and would like to see text on your screen that might otherwise be covered by the keyboard interface.

Control-Click Button

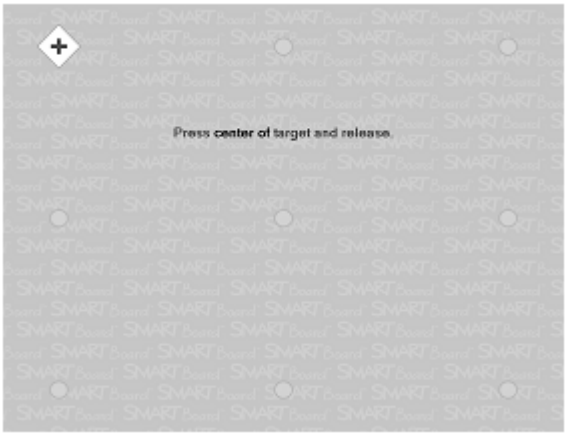
Press the **Control-click** button on the pen tray to have your next press on the screen recognized as a control-click.

Orienting Your SMART Board Interactive Whiteboard

Orientation ensures your touch is registered accurately when you are using the interactive whiteboard.

If you are touching an icon and your cursor appears somewhere other than where you are pressing, try orienting the interactive whiteboard. After orientation, your cursor should appear wherever you are touching the interactive whiteboard.

To launch the Orient function, press and hold the **Keyboard** button and the **Control-click** button simultaneously until the Orientation screen appears.



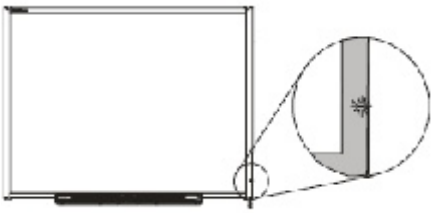
Orientation screen

The Help Button

If the pen tray features a help button, press it to launch the Help and Support for Your SMART Board Interactive Whiteboard dialog box. The dialog box provides one-touch access to information that will help you answer almost any question relating to your SMART product.

Ready Light

Your SMART Board interactive whiteboard includes a Ready Light that indicates the status of your interactive whiteboard.



Color of Ready Light	Status
Not lit	The interactive whiteboard does not have power. Check the USB cable connections.
Solid green	The interactive whiteboard is successfully communicating with the SMART Board software on the computer.
Flashing green	The SMART Board interactive whiteboard is successfully communicating with the computer's USB driver. **NOTE:** In this state, the interactive whiteboard only operates as a touch screen. For full functionality, ensure SMART Board software is installed on your computer.
Solid red	The interactive whiteboard has power, but it is not communicating with the computer. During the initial powering up or power reset, you will see the Ready Light turn red for a moment. This *brief* red illumination is normal.
Flashing amber	This occurs only when you are updating firmware using SMART's Firmware Flashing Wizard. This is a normal behavior.
Solid amber	This indicates a problem state. Try resetting the interactive whiteboard by disconnecting and then reconnecting the USB cable at the interactive whiteboard end.

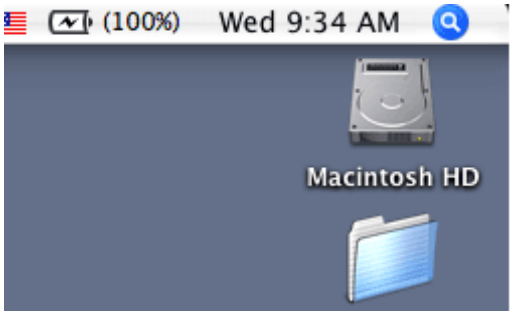
Writing Notes

Make notes or drawings by removing a pen from the pen tray and writing on the surface of the interactive whiteboard.

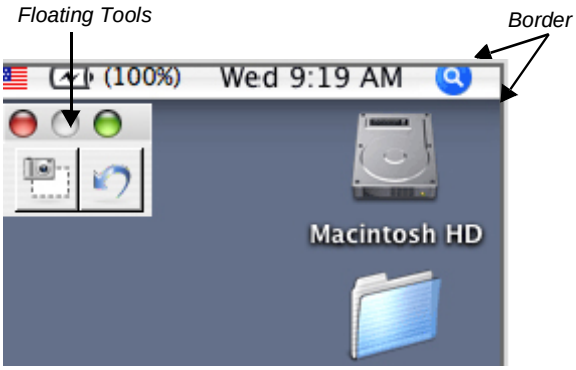
The Transparency Layer

When you remove a pen from the pen tray, a border appears around your desktop, and the Floating Tools toolbar launches. The border indicates the transparency layer is in place, and you can write on the desktop just as you would write on a transparent sheet. The transparency layer and its visible border remain in place until all pens and the eraser have been returned to the pen tray and you touch the board. Your first touch on the board, after returning all the pen tray tools, will remove the border and any notes or drawings you have made.

Example: Transparency Layer



Before removing a pen from the pen tray

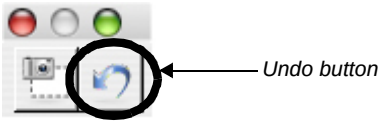


After removing a pen from the pen tray

Restoring Your Notes and Drawings

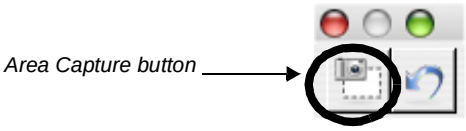
If you accidentally clear your writing by touching the board, you can restore it by pressing the **Click here to restore writing** icon, located in the lower right of the screen. You can then use the Area Capture button to save your notes

If you do not see the **Click here to restore writing** message, pick up a pen from the pen tray to launch the Floating Tools toolbar. Press the **Undo** button to restore your notes and drawings.



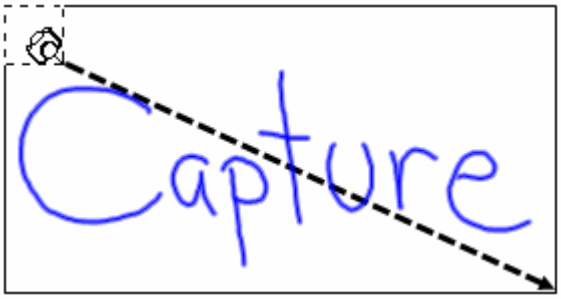
Capturing Your Notes and Drawings

The Floating Tools toolbar automatically launches when you pick up a pen from the Pen Tray. You can use the **Area Capture** button to capture your notes and drawings.



To capture an area of your desktop, follow these steps:

1. Press the **Area Capture** button on the Floating Tools toolbar. The Area Capture tool will appear.
2. Press on any corner of the area you wish to capture and, continuing to press, drag the selection box until it surrounds the entire area.



Release your press and your selection will be captured as a graphic into Notebook™ software. If Notebook software is not already open, it will open automatically when you capture a portion of your screen. Save your Notebook file by selecting **File > Save**.

Review: Getting Started

1 Name the three components required to operate a SMART Board interactive whiteboard.

-
-
-

2 How do you know when the interactive whiteboard is ready to be used?

3 Circle the pen-tray button that launches the On-Screen Keyboard.

4 Describe one way to begin the orientation process.

5 How do you control-click on the interactive whiteboard?

6 Describe how you would capture notes into a Notebook file.

7 How would you restore cleared writing?

Review: Getting Started

1 Name the three components required to operate a SMART Board interactive whiteboard.

- Interactive whiteboard
- Computer
- Projector

2 How do you know when the interactive whiteboard is ready to be used?

- The Ready Light is a steady green

3 Circle the pen-tray button that launches the On-Screen Keyboard.

4 Describe one way to begin the orientation process.

Press and hold the Keyboard button and the Control-Click button on the pen tray simultaneously.

5 How do you control-click on the interactive whiteboard?

Press the **Control-Click** button on the pen tray to have your next press on the interactive whiteboard recognized as a control-click.

6 Describe how you would capture notes into a Notebook file.

Press the **Area Capture** button on the Floating Tools toolbar. The Area Capture tool will appear. Press on any corner of the area you wish to capture and, continuing to press, drag the selection box until it surrounds the entire area.

7 How would you restore cleared writing?

Restore cleared writing by pressing the **Click here to restore writing** icon.

Hands-On Practice: Basic Functionality

Your school or company has just moved one of your SMART Board interactive whiteboards into a new room because you were unable to access the Internet from the old location. You will be the first person to use the interactive whiteboard in the new environment and will be showing everyone how to use the interactive whiteboard and the Internet together.

You have learned through experience that whenever a piece of technology gets moved, it's a good idea to test it before you deliver a lesson or presentation. The computer, SMART Board interactive whiteboard and projector appear to be working properly when you turn everything on. However, when you double-press the Internet browser icon on your desktop, your cursor appears a few inches away from your finger press.

Orienting Your SMART Board Interactive Whiteboard

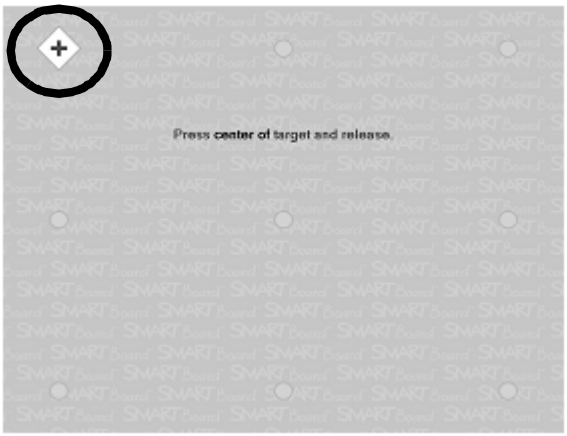
You remember that when the projector or interactive whiteboard moves location, you should orient the SMART Board. This will tell the computer where the image of the desktop is being displayed on the surface of the interactive whiteboard.

1. To orient the interactive whiteboard, press and hold the **Keyboard** button and the **Control-Click** button simultaneously until the Orientation screen appears.

Keyboard and Control-Click buttons

Keyboard and Control-Click buttons

2. Begin the orientation process at the upper left corner of the Orientation screen. Press your finger firmly on the center of each cross in the order indicated by the white, diamond-shaped graphic.



Orientation screen

NOTE: The point is registered when you remove your finger, not when you first touch the Orientation screen.

Testing Basic Functionality

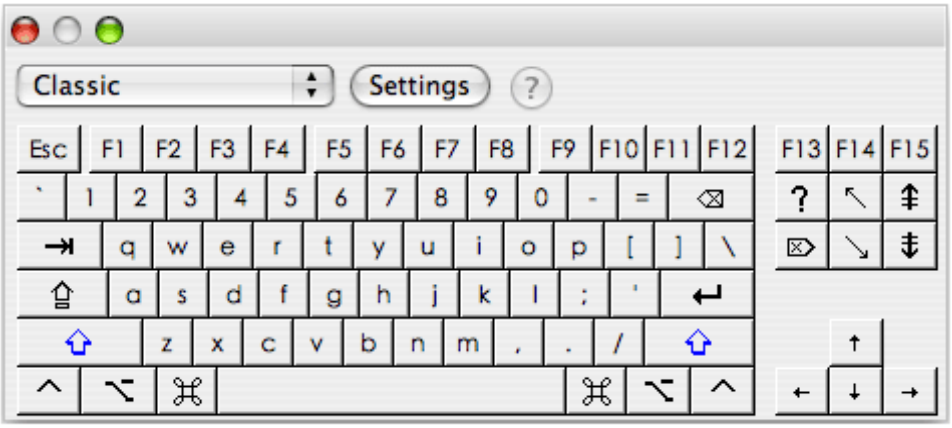
It's a good idea to test the basic functionality of your interactive whiteboard to ensure all the applications you will be using to deliver your lesson or presentation are working properly.

1 Using your finger, double-press on the Internet browser icon to launch the Internet

2 Press the **On-Screen Keyboard** button on the SMART Pen Tray

3 Press once inside your Internet browser's address bar

4 Using the On-Screen Keyboard, type *www.google.com*



NOTE: The On-Screen Keyboard is a single point of contact; touch-typing or keystroke combinations are not possible.

5 Press the **Return** button on the On-Screen Keyboard

6 You know you will be writing notes directly over the Google™ webpage during your lesson or presentation to highlight key points

Pick up a pen from the pen tray. You will notice the transparency layer appears, shown by a visible border around the desktop as a visual cue. The border indicates you can write on the desktop, and it remains in place until all pens and the eraser have been returned to the pen tray and you touch the SMART board.

7 Using a pen, circle the browser's Back button

8 Return the pen to the pen tray and touch the interactive whiteboard once to clear the circle around the browser's Back button. Press the **Click here to restore writing** icon at the bottom right of the screen to bring the circle back.

You have now confirmed that you can clear your notes by touching the interactive whiteboard, then restore your notes by pressing the **Clear here to restore writing** icon.

9 Ensure you will be able to capture and save important information for a future lesson or presentation. Press the Control-click button on the pen tray, then press and hold the SMART Board icon in the Dock.

10 A menu will appear. Select **Capture Screen > Capture Full Screen**.

NOTE: Notebook software will open automatically, and your notes and background will be saved to a new Notebook page.

11 Touch the screen once to clear the circle from your browser's Back button

12 Select the unsaved Notebook file from the Dock to view your captured image in Notebook software. Select **File > Save** to save your notes for future reference.

Notebook software icon

Congratulations

You have completed the Basic Functionality Hands-On Practice.

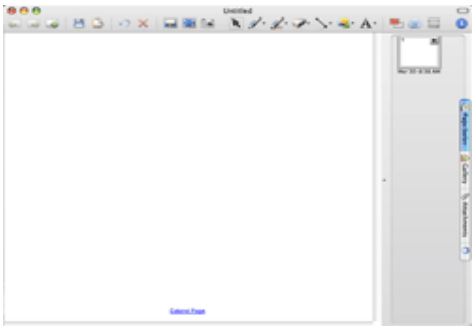
Notebook Software

What is Notebook Software?

Notebook software is SMART's whiteboarding software. Use it as you would a paper notebook to immediately capture notes and drawings. Notebook software also enables you to insert multimedia elements like images and Macromedia® Flash® files into your Notebook file.

Using Notebook Software for the First Time

To launch Notebook software, press and hold the SMART Board icon in the Dock and select **Open Notebook** from the menu.



A new Notebook file will open. Each new Notebook file contains a work area that can be filled with objects. Handwritten notes, typed text, graphics, clip art and Flash files are all examples of what you can add to a Notebook file.

Notebook Software Toolbar

The Notebook software toolbar gives you access to a number of tools to help you work with your Notebook file.

Button	Use this tool to	Button	Use this tool to
	display the previous Notebook page		write or draw on the Notebook page with the pen tool
	display the next Notebook page		write or draw on the Notebook page with the creative pen tool
	insert a blank Notebook page directly after the active Notebook page		erase digital ink on the Notebook page
	save your Notebook page		draw a line
	paste copied objects into a Notebook file		create a shape
	undo the last action you performed		create a text-entry box for typing
	delete any selected object		set the color of a drawing tool or selected shape
	show or hide the Screen Shade on the current Notebook page		set the transparency of a drawing tool, a selected shape or an object
	open the Full Screen view		select the line properties of a drawing tool or selected shape
	launch the Screen Capture toolbar		move the toolbar to the bottom of the Notebook page
	select any object on the page with your finger or mouse		

NOTE: Control-click on the Notebook toolbar for the option to customize it. For example, you might want to select **Icon & Text** from the control-click menu to add text below each icon. The text will help you learn which function each icon represents.

Select **Customize Toolbar** to add additional items, such as Zoom, to the toolbar. Adding the Zoom button allows you to quickly enlarge any content on the active page that may be difficult to see.

Menus

Notebook software menus provide access to many of the same tools and features found on the Notebook software toolbar, as well as some tools that aren't.

File Edit View Insert Format Draw Window Help

Menu item	Functions
File	• Open new or existing files • Save a file • Save the current page as a Gallery item • Export content to a variety of file formats, including PDF • Print files or modify print settings
Edit	• Undo or redo previous actions • Clone, cut, copy, paste or delete selected objects or all objects on the page • Edit text • Check the spelling of all the text in a file • Select all the objects on the active page • Clear or delete the active page • Add special characters to the active page
View	• Change the current view (Page Sorter, Gallery, Attachments or Full Screen) • Launch the Screen Capture toolbar or Screen Shade tool • Zoom to magnify or reduce your view of page contents • Move to the next or previous page
Insert	• Add blank pages, clip art, graphics files, Flash files, sound files or hyperlinks to the active page
Format	• Change font properties (bold, underline, italic) • Change object properties (color, line width, line style, fill, transparency) • Lock object properties and position • Change the background color of a page
Draw	• Create shapes, lines and text • Access Pen, Creative Pen and Eraser tools • Order, group, ungroup or flip selected objects
Window	• Minimize your Notebook file • Make your Notebook file the active window on your screen
Help	• Access information about Notebook software • Check for software updates

Side Tabs

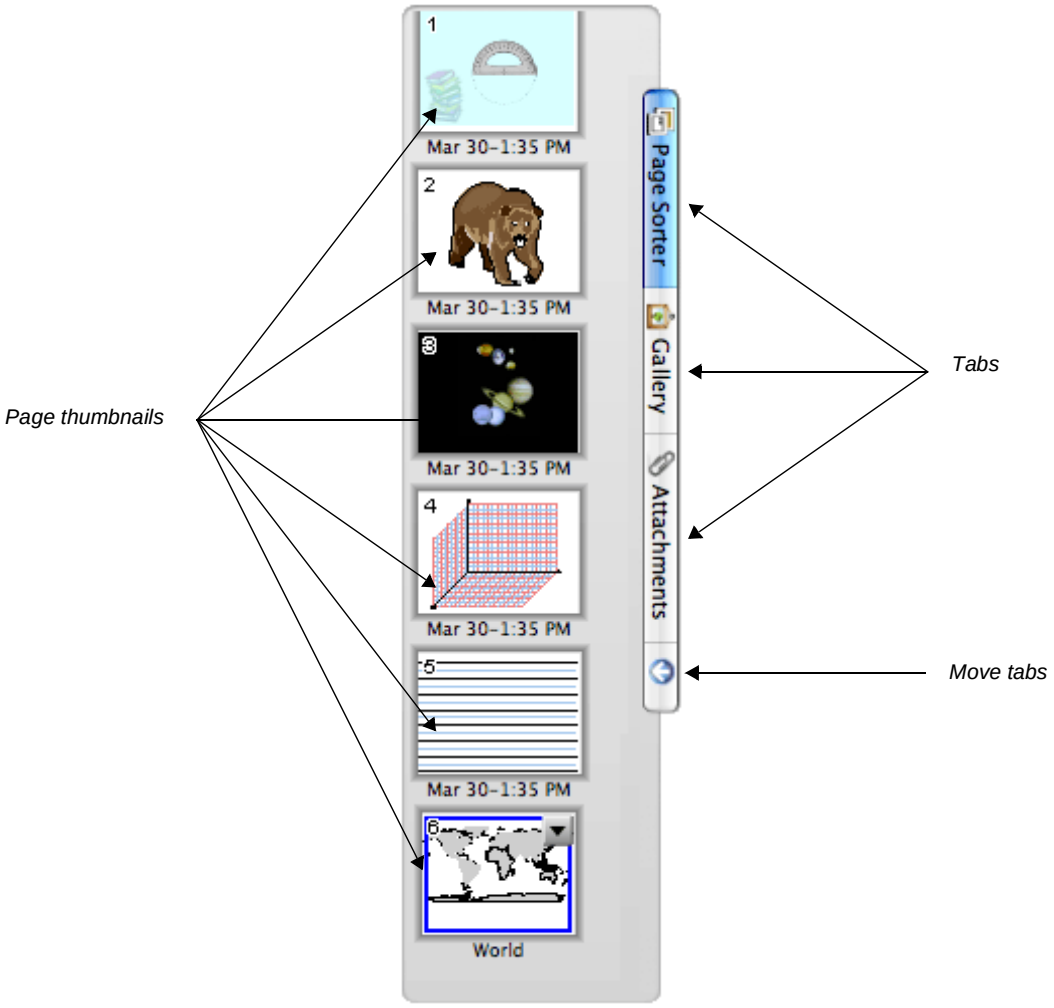
There are three tabs on the right-hand side of the Notebook interface.

Press the **Page Sorter** tab to see a thumbnail image of each page in your Notebook file. A key feature of Notebook software is the ability to add as many pages as you need to capture or display information.

Press the **Gallery** tab for collections of SMART's custom pages, clip art, Flash animations and video you can add to your Notebook file.

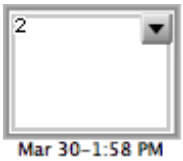
Press the **Attachments** tab to add hyperlinks to or attachments from other software applications in your file.

Press the arrow button to move the three tabs to the other side of the page – often a more comfortable location for left-handed presenters.



Page Sorter

Select the **Page Sorter** tab to see thumbnails of all the pages in your Notebook file.

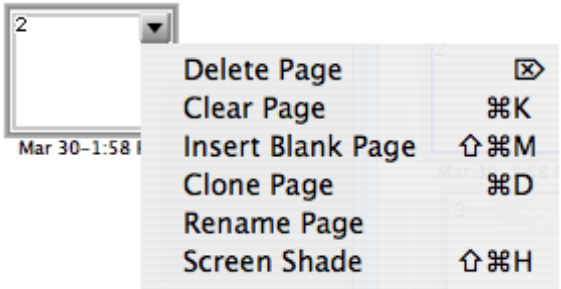


Active page

The active page is indicated by a drop-down menu and the blue border around the thumbnail image. Selecting another page in the Page Sorter tab makes that page active, and its contents are displayed in the work area. To change the page order, select a page thumbnail and drag it to a new location.

Page Sorter Drop-Down Menu

Selecting the drop-down menu on the active page presents you with six options.



Menu item	Function
Delete page	Deletes the current page
Clear page	Clears all the objects on the current page
Insert blank page	Adds a blank page immediately after the active page
Clone page	Creates an identical page, including all objects on the page, and inserts it immediately after the active page
Rename page	Allows you to rename the page
Screen Shade	Covers the active page with the Screen Shade

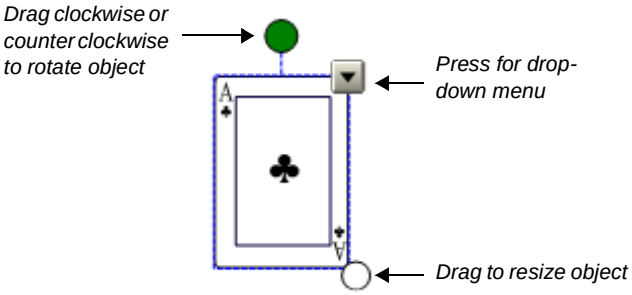
Objects in Notebook Software

Anything you can select inside the work area of a Notebook page is an object. You can add an object to a Notebook page using any of the following methods:

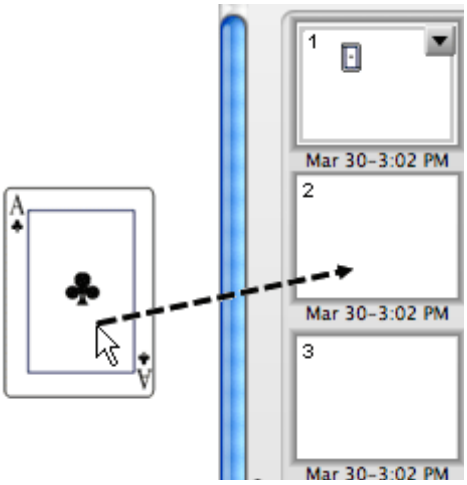
- Typing text
- Drawing or writing in the work area with a pen tool
- Creating a geometric shape with the Notebook software toolbar drawing tools
- Inserting content from the Gallery, your computer or the Internet

Modifying and Moving Objects

Select any object on your Notebook page to change its properties. Selected objects have two handles. Use the green handle to rotate the object and the white handle to make the selected object larger or smaller.

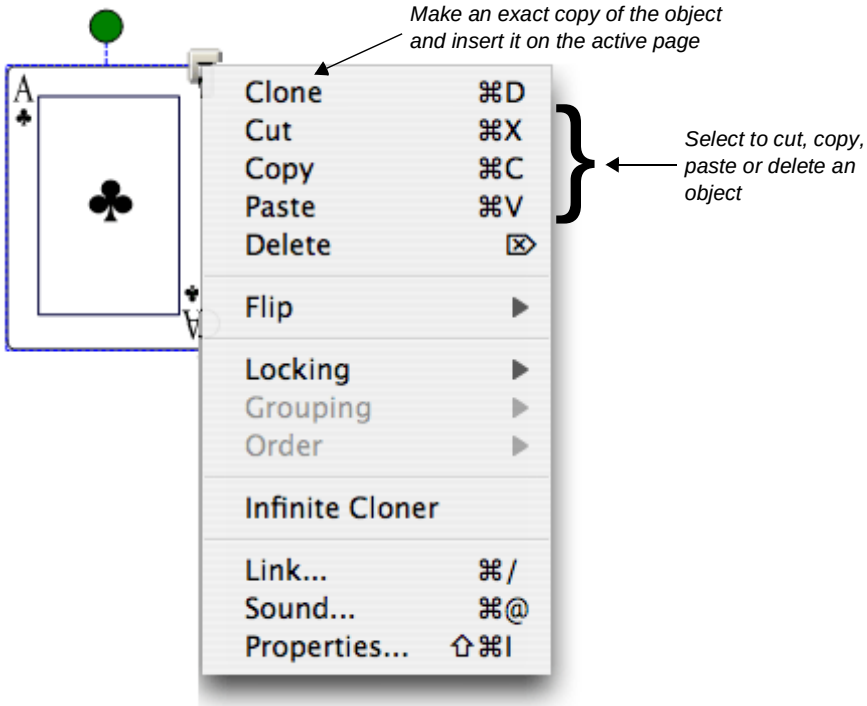


To move an object from one page to another, ensure the Page Sorter tab is active. Then select the object you would like to move and drag it to the appropriate page.



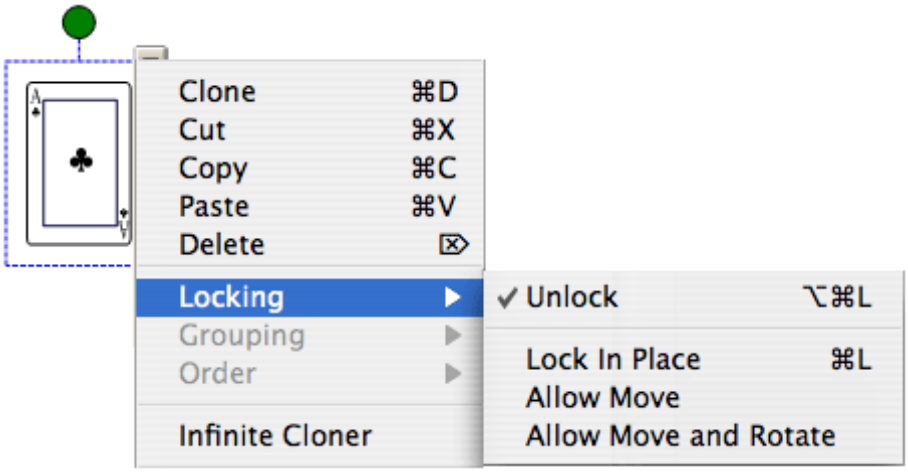
Object Drop-Down Menu

The object drop-down menu gives you one-touch access to an object's properties.



Locking

Locking an object allows you to protect the properties you have applied to it. The choices in the Locking submenu allow you to determine the type of lock to use on an object.



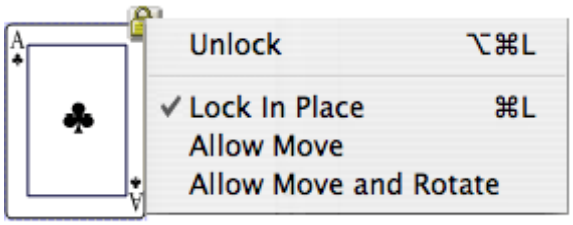
Select the **Lock In Place** option to ensure the object cannot be altered or moved in any way.

Select **Allow Move** to let you move an object, but not resize, rotate or change any of the objects properties. You might use Allow Move if you were creating a Notebook file that would be used to teach ordering, but wanted to ensure all the objects on the page remain the same size.

Select **Allow Move and Rotate** to let you move and rotate an object, but not resize it. You might use Allow Move and Rotate if you created a Notebook file with a puzzle component and you wanted your students to arrange the puzzle pieces. You can place the puzzle pieces wherever you wish on the Notebook page and rotate them to make the puzzle more challenging – without worrying that participants might resize the piece.

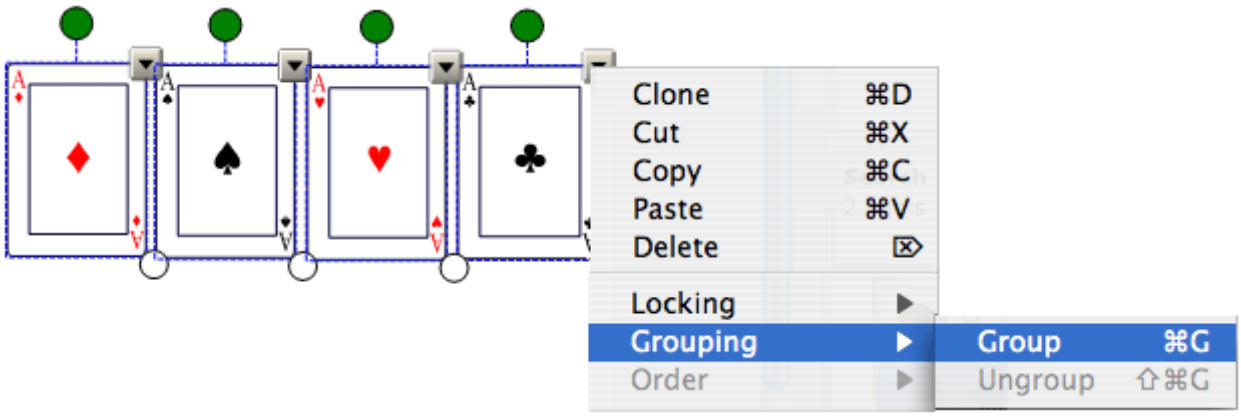
Unlock an object by doing the following:

1. Select the locked object. The Lock icon will appear.
2. Select the **Lock** icon
3. Select **Unlock** from the menu



Grouping

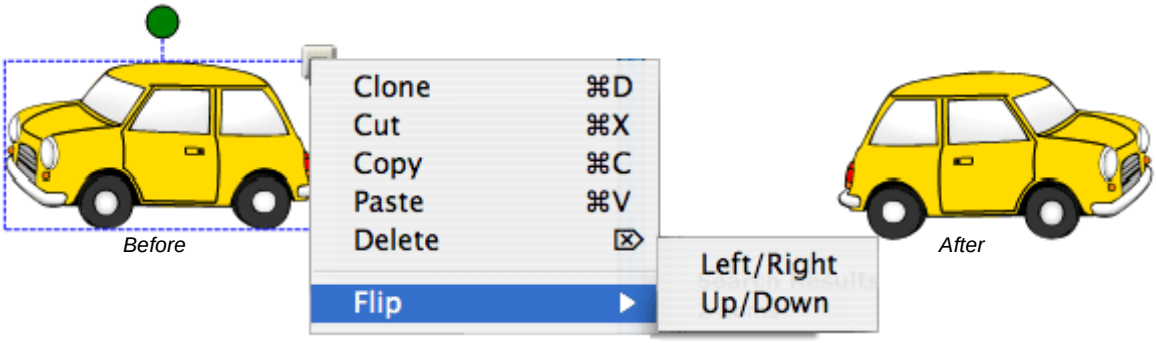
Grouping allows you to create a single object out of multiple objects. Select two or more objects by pressing and dragging your finger or mouse diagonally so the objects are surrounded by a selection box. Press the drop-down menu from any of the objects and choose
Grouping > Group.



If you want to separate the objects, select the grouped objects again and choose **Grouping > Ungroup**. The Ungroup function will also break handwritten notes into individual pen strokes.

Flip

Select **Flip** from an object's drop-down menu to flip an object either horizontally or vertically.

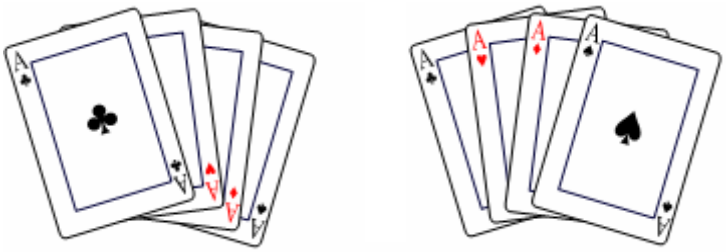


Order

You can change the order in which objects are layered by selecting **Order** from the drop-down menu.

To reorder an object one layer at a time, use the **Bring Forward** command or the **Send Backward** command.

To bring an object directly to the top layer of the page, use the **Bring to Front** command.

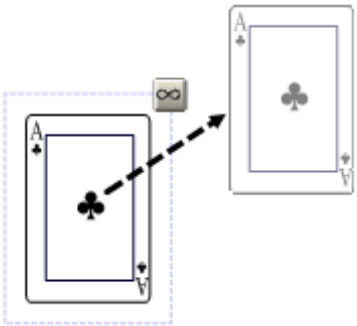


Four objects layered two different ways

To send an object to the bottom layer of the page, use the **Send to Back** command.

Infinite Cloner

The Infinite Cloner option allows you to reproduce an object an unlimited number of times, without having to select clone repeatedly from the drop-down menu. You might use the infinite cloner to teach counting or to present math problems.



Select, then press and drag an object to create an identical object

Select **Infinite Cloner** from an object's drop-down menu. Now, whenever you select the object, an infinity symbol will appear in the top-right corner of the object.

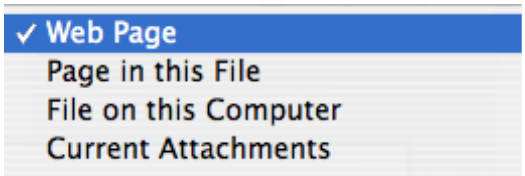
When you press and drag an object set to infinitely clone, another identical object is created. You can continue to create clones of the object by dragging it until you deselect Infinite Cloner.

Turn the Infinite Cloner property off by selecting the infinity symbol in the top-right corner of the object and deselecting the **Infinite Cloner** menu item.

Link

You can link an object to a website, another Notebook page, a file on your computer or a file residing in the Attachments tab.

Select **Link** from an object's drop-down menu, and choose the type of link you would like to add to your object from the drop-down menu in the Insert Link dialog box.



Link type	Use this to
Web Page	link an object to a webpage. Once the link is attached to the object, every time you press it your Internet browser will launch and display the requested page.
Page in this File	link to another page within your Notebook file. You might use this type of link when presenting a question. For example, you could ask a question, then ask a student to select from a set of objects representing potential answers. The object containing the correct answer could link to a reward screen; the objects containing incorrect answers could link to a page that encourages the student to try again.
File on this Computer	link to a file stored on your computer that relates to your lesson or presentation. For example, you could link to a Microsoft Word or Excel file that contains information that qualifies a statement in your Notebook file.
Current Attachments	link to a file you have stored in the Attachments tab. The Attachments tab will be covered in detail later in this book.

By default, you can launch your linked website or file from an object by pressing the icon that appears in the bottom-left corner of a linked object.

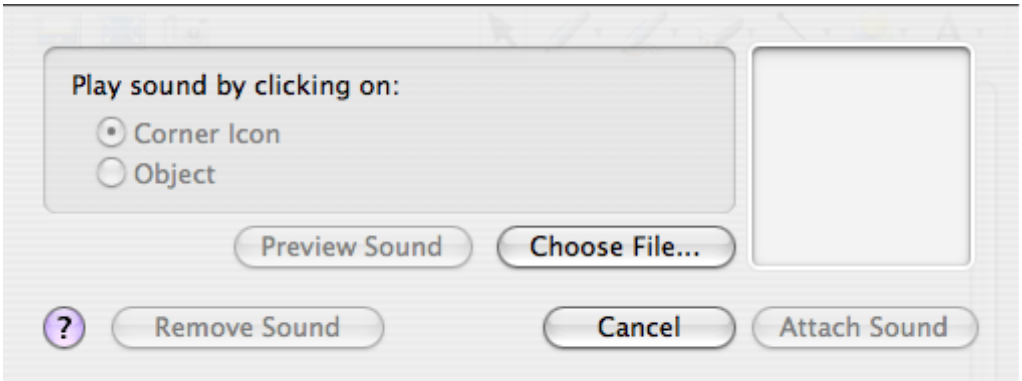
To remove a link, select the linked object. Select **Link** from the object drop-down menu, and press the **Remove Link** button.

Sound

Enhance your lesson with sound by attaching an MP3 audio file to an object.

To add an audio file to an object, follow the steps below:

1 Select **Sound** from the object drop-down menu to launch the Insert Sound dialog box



2 Press the **Choose File** button

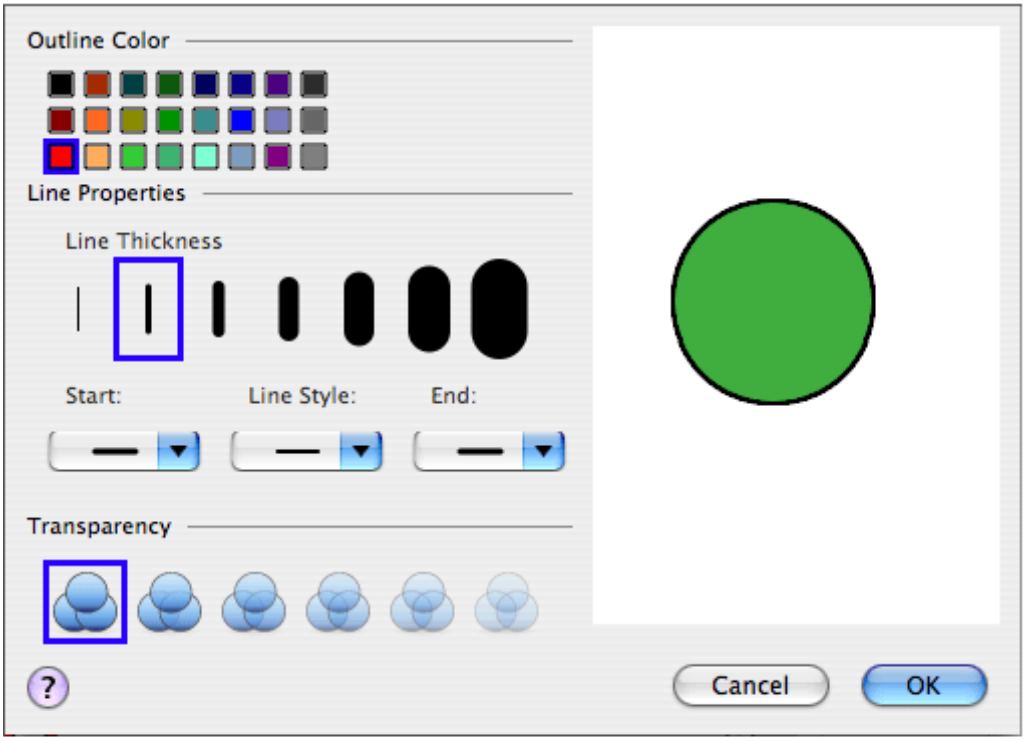
3 Search for the sound you would like to attach to the selected object

4 After you select the sound file, press the **Attach Sound** button to attach the sound to your object

TIP: Press the **Preview Sound** button to listen to a sound before attaching it to your object.

Properties

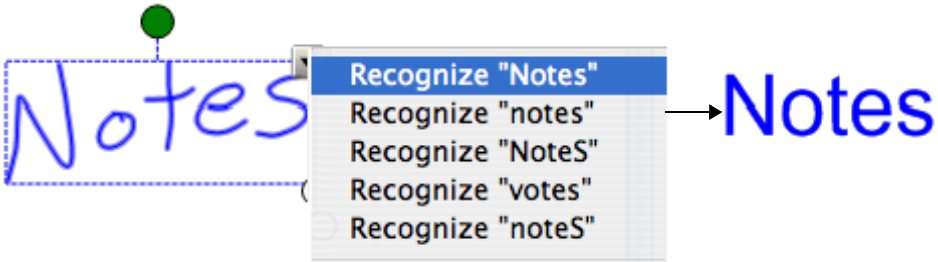
Select **Properties** from the drop-down menu to launch the Selection Properties dialog box, and change the color, line properties and transparency of an object.



Handwriting Recognition

If you have printed something with a pen tool in Notebook software, you have the option of having it recognized and converted to text.

To convert a printed word to text, select the object drop-down menu and choose your word from the list.



Typed Text

To add typed text as an object to your Notebook file, you'll need to convert printed notes to text or type with a keyboard and press **Return** when you have finished.

The Fonts toolbar appears while you are typing or after you double-press a text object. Use it to format properties, such as font size, color, alignment, subscript and superscript options. A number of mathematical symbols are available from the last button on the right side of the toolbar.

Check Spelling

Select **Edit > Spelling** from the Notebook software menu to check the spelling of all the text objects in your Notebook file.

Drawing Tools

Use the drawing tools – accessible from the Notebook software toolbar – to create your own objects.

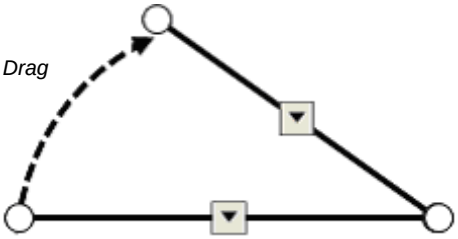
Pen and Eraser Tools

Select either the Pen or the Creative Pen tool from the Notebook software toolbar. Press on the surface, and drag either your finger or a pen to create an object.

Select the Eraser tool to erase anything you have created with a pen tool.

Line Tool

Press the Line button on the Notebook software toolbar to draw straight lines. Select any line made with the Line tool, and drag the end points to stretch it or change the angle.



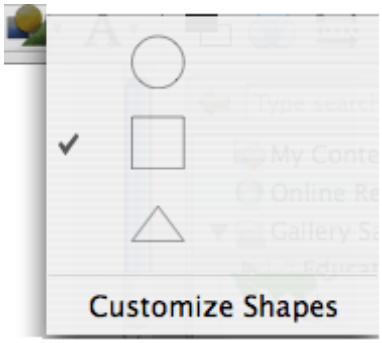
TIP: Hold down the **Shift** key while pivoting a line, and the line will snap in place every 45°.

Shapes Tool

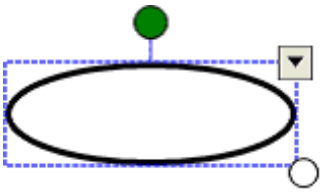
Enhance any activity with the Shapes tool on the Notebook software toolbar.

Create a Shape

1. Press the down arrow beside the Shapes button on the Notebook software toolbar, and a menu of shapes will appear
2. Select the shape you would like to use, and position your cursor on the page where you would like to create the shape
3. Press and drag your cursor until your shape is the desired size



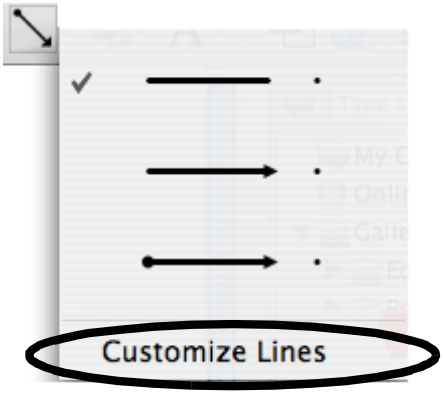
Once a shape is on your Notebook page, it can be modified the same way you modify other objects, using the rotation handle, the resize handle or the drop-down menu.



TIP: Using the Cursor tool, double-press an object created with the shapes tool to add a label.

Customizing Drawing Tools

There is a drop-down arrow next to each of the drawing tools. Press it to select from a menu of options associated with the tool.



Some of the drop-down menus provide an option to customize the selected tool.

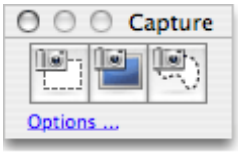
Inserting Images into Notebook Software

To add an image to your Notebook file, you can do the following:

- Use the Screen Capture toolbar to capture images on your screen
- Use the Insert menu to import graphics or clip art from another location on your computer

Screen Capture Toolbar

The Screen Capture toolbar allows you to capture an image of your screen or part of a screen to a Notebook page. To access the Screen Capture toolbar, press the **Capture** button (the camera icon) on the Notebook software toolbar.



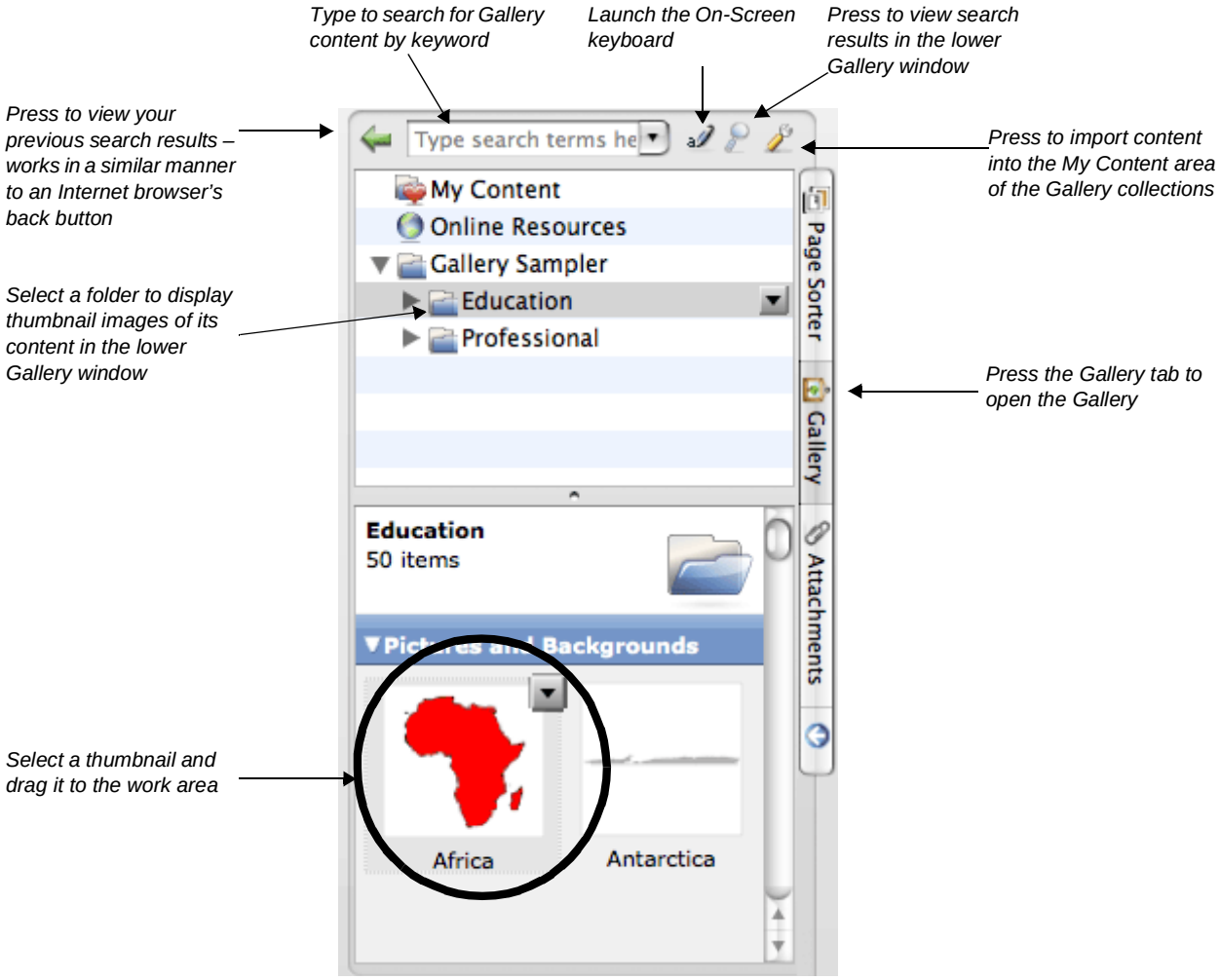
Button	How to use it
	Press and drag to outline the rectangular area you want to capture. Release pressure after the area is selected.
	Navigate to the screen you want to capture, and press the button to capture the entire screen.
	Press and drag to create a freehand shape around the area you want to capture. Release pressure after the area is selected.

Importing Images with the Insert Menu

Insert a picture from a file on your hard drive or network by selecting **Insert > Picture File**, and use the dialog box to find and insert your picture.

The Gallery

The Notebook software Gallery helps you quickly develop and deliver presentations in rich graphic detail. Thousands of images, pages, videos, Flash files and entire Notebook files are organized into searchable collections that will allow you to create engaging, reusable lessons.



Finding Gallery Content

There are two ways to find content in the Gallery. The search field at the top of the Gallery tab allows you to search by keyword – much like using an Internet search engine. You can also browse Gallery collections by selecting a folder.

You would use the Gallery's search function if you were looking for specific content related to a keyword, such as *Africa*. Browse through individual folders if you are looking for all the objects related to a general topic, such as *Geography*.

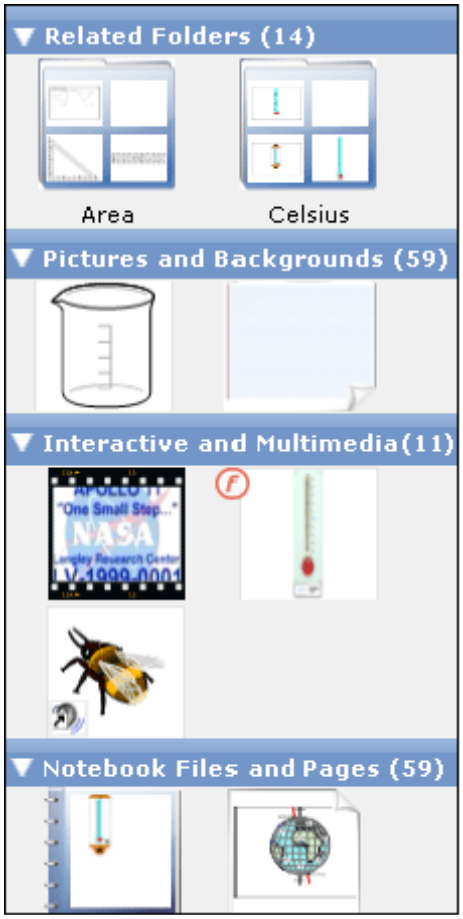
To search for objects in the Gallery using the search field, follow these steps:

1. Press once inside the search field
2. Type a keyword related to the type of object(s) you are looking for
3. Press the **search** button to display your results

TIP: Launch the On-Screen Keyboard by pressing the launch icon next to the **search** button.

Objects in the Gallery

Objects are organized in the bottom area of the Gallery by Related Folders, Pictures and Backgrounds, Interactive and Multimedia, Notebook Files and Pages, and Lesson Activities.



Double-pressing a folder thumbnail in the **Related Folders** area will show all the objects contained within that folder.

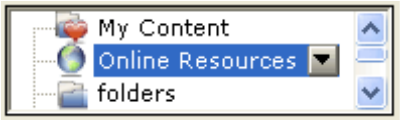
Pictures and Backgrounds contains backgrounds and objects, e.g., graphics, photographs or text. You can drag an object to the work area to use as part of a lesson or to modify its properties. Drag a background to your notebook page and the color and design of the page background will change to match the properties of the background gallery item. Backgrounds are recognizable by the folded edge in the bottom left-corner and will always be inserted behind all the objects already on the notebook page.

Interactive and Multimedia contains Flash, video files and objects with sound attached. Objects from this folder are used to add rich media content to a lesson or presentation.

Additional files and pages can be found in the **Notebook Files and Pages** and the **Lesson Activities** sections of the gallery. Notebook page thumbnails are identified by the folded edge in the top-right corner. Notebook files and lesson activities are recognizable by the coil binding on the left of their thumbnail image. Dragging a page, notebook file or lesson activity thumbnail to the work area will insert a new notebook page or series of pages directly after the active page.

Online Resources

Select **Online Resources** to access lesson activities, curriculum standards, classroom resources or additional Gallery content from the Internet.



NOTE: The Online Resources section requires an active Internet connection and a Web browser.

My Content

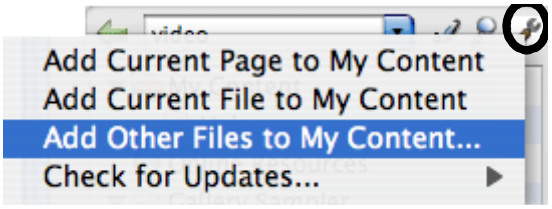
The My Content area is a Gallery collection reserved specifically for objects you have imported, captured or created. It is a good place to store objects that you will use in multiple presentations.

To add an item to the My Content area, drag an item from the work area to the My Content area.

If you often use a particular Notebook page layout, you can store it as a thumbnail in the My Content area. All the objects associated with the stored page retain their properties. To reuse the stored page, drag its thumbnail from the My Content area to the work area.

You can also store an entire Notebook file in the My Content area. You might do this if you want to give a presentation multiple times. To launch a Notebook file from the My Content area of the Gallery, drag it to the work area.

To import files from your computer, follow these steps:



1. Select the **Gallery Actions** button to the right of the search button
2. Select **Add Other Files to My Content** to launch the Add to My Content dialog box
3. Browse to the file you would like to add
4. Select the file you would like to add
5. Press the **Open** button

Your file will appear as a thumbnail in the My Content area of the Gallery.

Adding Keywords to Objects in the My Content Area

The search function in the Gallery works by scanning keywords associated with each Gallery item. When you add an item to the My Content area of the Gallery, you can provide keywords to the item so it is recognized by the search function.

To add keywords to a My Content item, do the following:

1. Press the item's thumbnail in the My Content area
2. Press the drop-down menu
3. Select **Properties** from the list to launch the Gallery Item Properties dialog box
4. Type keywords you would like associated with the item. For example, you could type *Guitar*, *Music* and *Strings* if the Gallery item is a picture of a guitar.
5. Press **OK**

Search for the object using the assigned keywords.

The Attachments Tab

Make your presentations and lessons more cohesive. The Attachments tab allows you to link to supporting documents and webpages directly from your Notebook file.

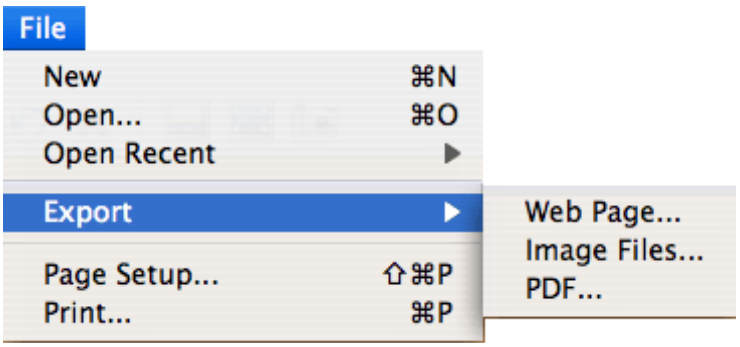
To insert a hyperlink, press the **Hyperlink** button on the bottom of the Attachments tab and enter the Internet address you would like to add to the attachments area.

To insert a file, press the **Attach File** button to launch the attachments dialog box, and browse to the file location.

Sharing Your Notebook File

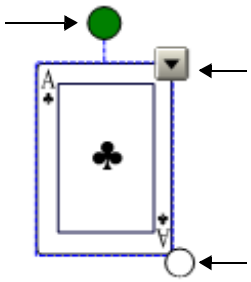
There are several ways to share your Notebook file with colleagues who use Notebook software. The easiest way is to save your Notebook file to a network drive – select **File > Save** – and let them browse to it.

You can also share your valuable content by selecting **File > Export** and saving it as a webpage for Internet users or those who do not have Notebook software installed on their computers. The content can also be exported as a series of image files or a PDF.



Review: Notebook Software

1 Label the rotation handle, the resize handle and the drop-down menu on the object below.



2 Describe how to move an object from one Notebook page to another.

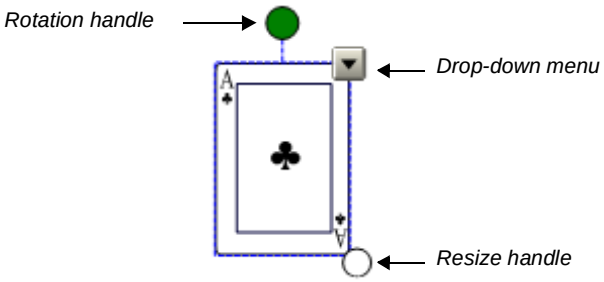
3 Why would you add a link to an object that would direct you to another page in your Notebook file?

4 Describe how to save your Notebook file as a PDF file. Explain why you might want to do this.

5 Why would you use the Attachments tab?

Review: Notebook Software

1 Label the rotation handle, the resize handle and the drop-down menu on the object below.



2 Describe how to move an object from one Notebook page to another.

To move the object, drag it from the work area to a thumbnail in the Page Sorter.

3 Why would you add a link to an object that would direct you to another page in your Notebook file?

You might use this type of link when presenting a question in Notebook software. For example, you could ask a multiple-choice question, then ask a student to select one of the answers. The object containing the correct answer could link to a reward screen; the objects containing an incorrect answer could link to a screen with an object that encourages the student to try again.

4 Describe how to save your Notebook file as a PDF file. Explain why you might want to do this.

To save your file as a PDF, select **File > Export > PDF**. You would save your Notebook file as a PDF if you wanted to share your content with someone who did not have Notebook software on his or her computer or if you wanted to protect your content from changes.

5 Why would you use the Attachments tab?

You might use the Attachments tab to link to files and webpages you would like to refer to during a presentation or lesson. If the files or webpages are linked from the Attachments tab, your presentation will be more cohesive because you will not need to spend time searching for the appropriate file or program on your computer.

Hands-On Practice:
Lesson Planning and Delivery with Notebook Software

Preparing Your Lesson

You will prepare a geography lesson activity that asks students to match North American countries to their flags. You can use the concepts outlined in this *Hands-On Practice* to prepare and deliver lessons in other subject areas.

1 Open a blank Notebook file

2 Press the **Gallery** tab on the right-hand side of the Notebook interface to search or browse collections of SMART's custom pages, clip art, Flash animations and video files. For this example, you will search for flags of North America.

3 Type the keyword *flags* and press the **Search** button to initiate your search

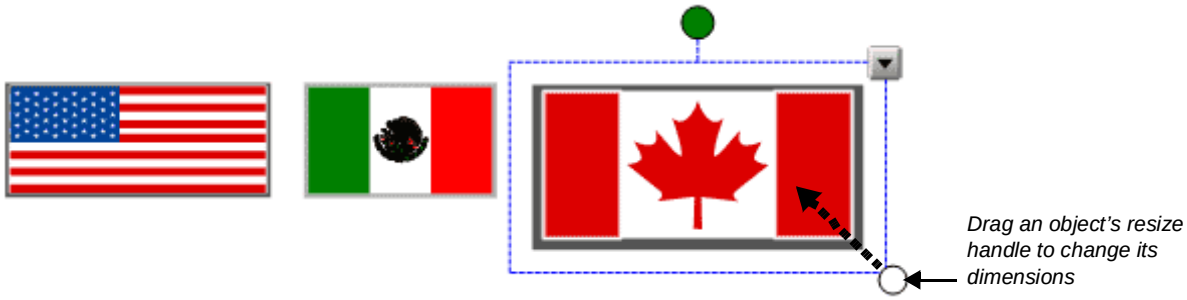
4 Notebook software displays your search result(s) as a thumbnail image matching your search criteria. In this example, a folder named Flags will appear.

5 Double-press the folder thumbnail to view its contents

6 Scroll through the Gallery collection to find flags for the United States, Mexico and Canada. Drag each flag to the work area of your Notebook file.

TIP: You can double-press the flag's thumbnail image to quickly add it to your work area.

7 Resize each flag by diagonally dragging the resize handle. Ensure the flags are approximately the same size.



8 Align the flags horizontally

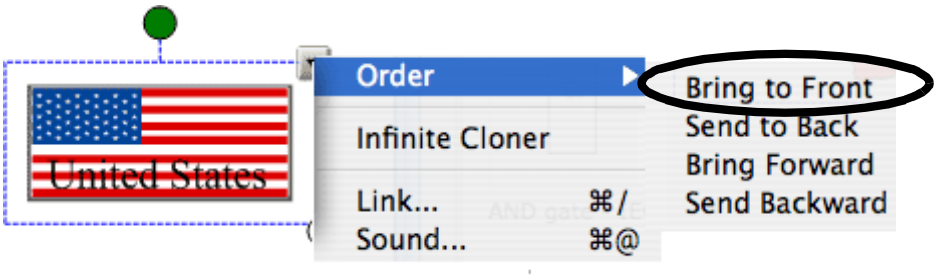
9 Write the name of each country in a different color

10 Select *United States*, for example, and choose the appropriate typed text from the object's drop-down menu. Convert Mexico and Canada from handwritten to typed text also.

11 Select **Clone** from the object's drop-down menu to make a copy of the name of each country. There should be two country names for each flag.

12 Organize the names of each country so that one set of country names is placed in a vertical line in your work area. Drag the other country names over their corresponding flags.

13 Select the United States flag, for example, and choose **Order > Bring to Front** from the object's drop-down menu to cover the name *United States*. Complete this task for the Mexican and Canadian flags.



14 Press **File > Save** to save your Notebook file. Give your Notebook file a name and choose the location where you want to save it.

Using Your Lesson in the Classroom

After opening your saved Notebook file on the SMART Board interactive whiteboard, ask your students to drag the name of each country underneath its corresponding flag. Once the exercise is completed, remove the flags to reveal the correct answers.

TIP: Select a fun setting from the Creative pen menu to add check-marks to correct answers.

You can add as many pages to your Notebook file as you need to create additional lesson activities, such as labelling continents or identifying capital cities on regional maps.

Congratulations!

You have completed the Lesson Planning and Delivery with Notebook Software on a SMART Board Interactive Whiteboard Hands-On Practice.

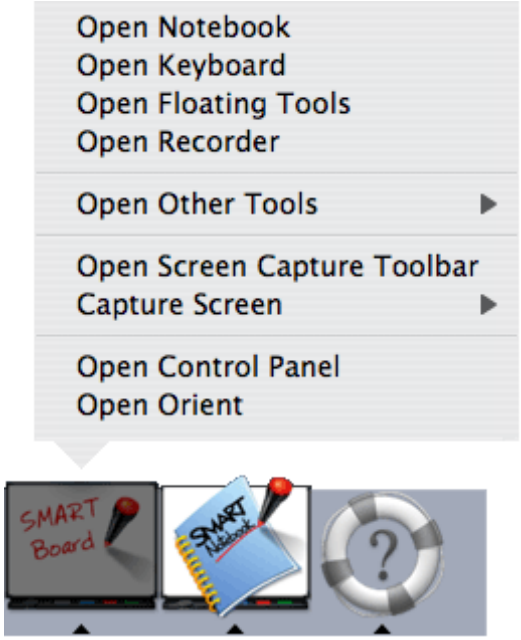
SMART Board Tools

Why Would I Use SMART Board Tools?

SMART Board tools include functions that help you operate the interactive whiteboard more effectively and to create and present dynamic content.

Accessing SMART Board Tools

Press and hold the SMART Board icon in the Dock to access the SMART Board Tools menu.

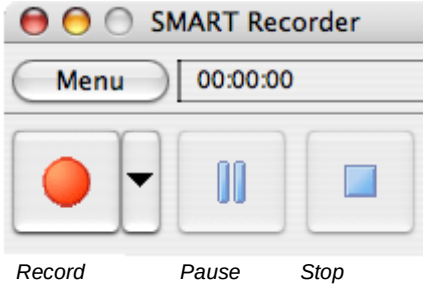


NOTE: Notebook software and the Screen Capture toolbar are covered in detail in the previous section of the *Learner Workbook*; the On-Screen Keyboard, Orient and Capture Screen are covered in the Getting Started section.

SMART Recorder

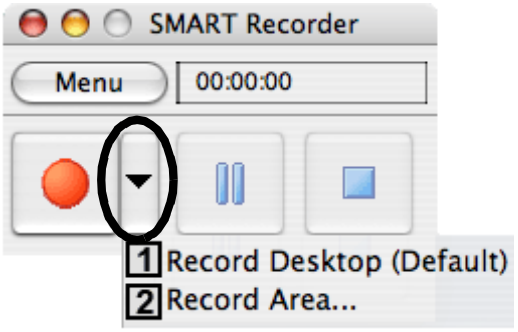
With SMART Recorder, you can make a video file of everything you do on an interactive whiteboard, no matter which applications you're using. You can then play the recording using QuickTime™ Player.

The three-button interface allows you to control the recording process.



Record Button Drop-Down Menu

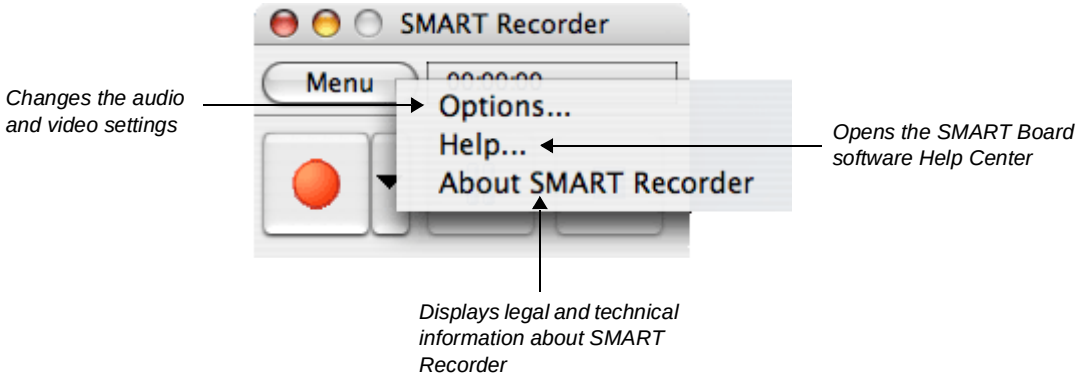
To access the Record button drop-down menu, select the arrow beside the Record button. You can choose the region of your desktop that will be recorded. In the default setting, SMART Recorder will record the entire desktop.



1 **Record Desktop:** Records every action you perform on the desktop

2 **Record Area:** Prompts you to choose the area of the screen you would like to record

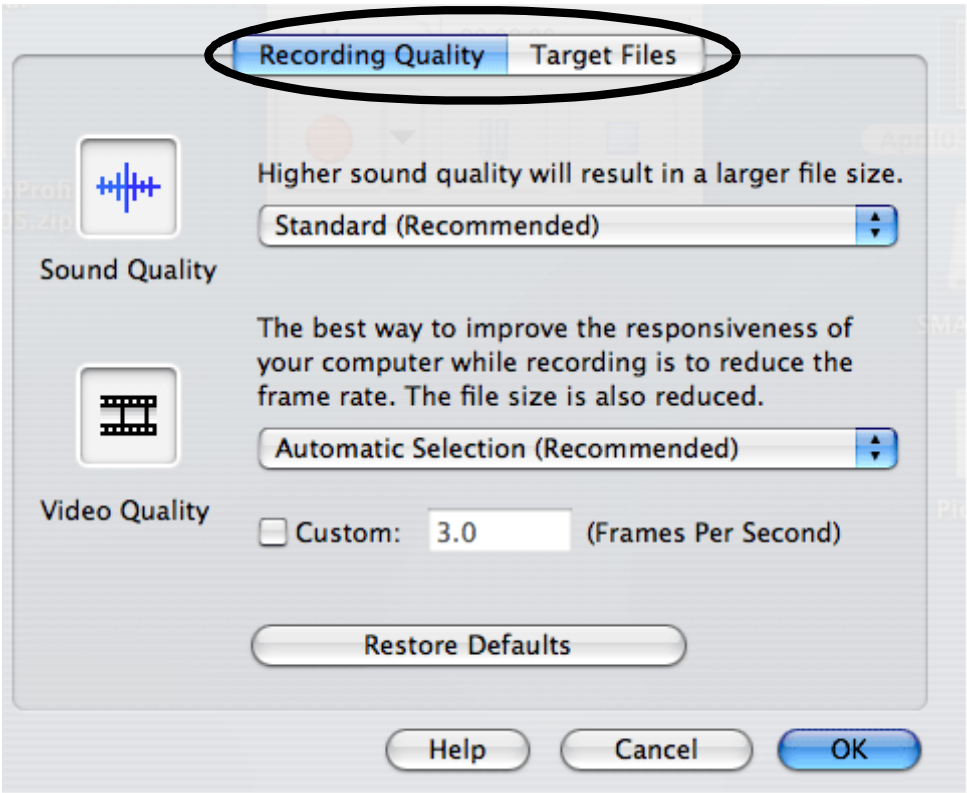
Menu



Recorder Options

Select **Options** from the Recorder menu to launch the Recording Quality dialog box that allows you to control audio and video settings. For example, you can change the number of frames per second you record. Movies recorded at a low frame rate have a smaller file size than those with a higher frame rate, but the visual quality of the movie is reduced.

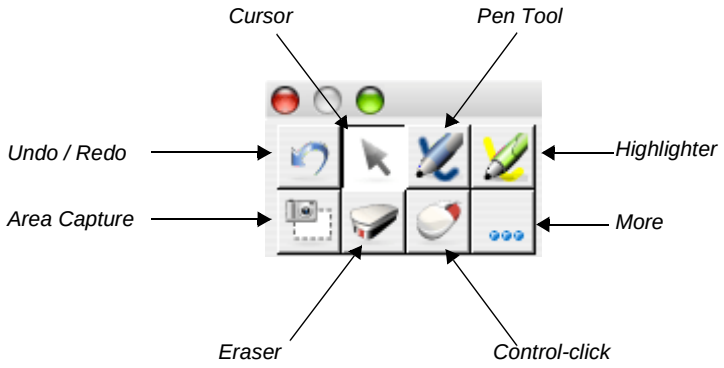
Select the **Target Files** button to change where your Recorder files are saved on your computer.



Floating Tools

The features you use most are literally at your fingertips with the Floating Tools toolbar.

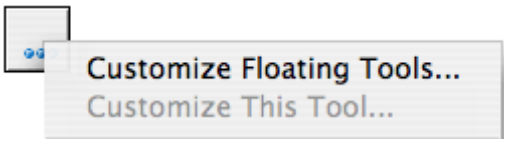
Press and hold the SMART Board icon in the Dock and choose **Open Floating Tools** to launch the toolbar.



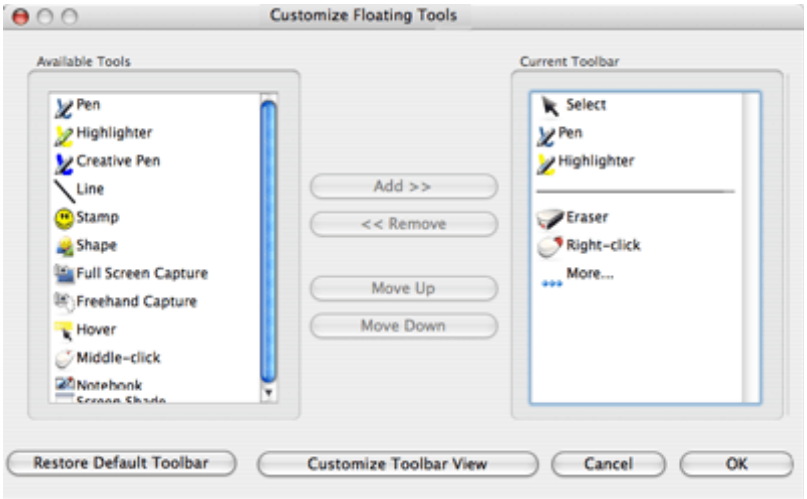
Button	Use this button to
	undo your previous action.
	capture an area of the screen into Notebook software
	stop using other tools and return the cursor to mouse mode
	erase digital ink
	write or draw in digital ink
	make your next press on the interactive whiteboard a control-click
	highlight an area of the screen with translucent ink for emphasis
	open the drop-down menu to personalize toolbar functions

Customizing the Floating Tools

Press the **More** button and select **Customize Floating Tools** from the drop-down menu to launch the Customize Floating Tools dialog box.



Adding and Removing Tools



To add a tool to the Floating Tools toolbar, do the following:

1. Select a tool from the Available Tools menu
2. Press the **Add >>** button to add the selected tool to the Current Toolbar menu
3. Press **OK**, and the selected tool will be added to the Floating Tools toolbar

To remove a tool from the Floating Tools toolbar, do the following:

1. Select a tool from the Current Toolbar menu
2. Press the **<< Remove** button, and the selected tool will be removed from the Current Toolbar menu
3. Press **OK**, and the selected tool will no longer appear in the Floating Tools toolbar

TIP: Press the **Restore Default Toolbar** button in the bottom left of the Customize Floating Tools dialog box to return the Floating Tools toolbar to the original settings.

Other Tools

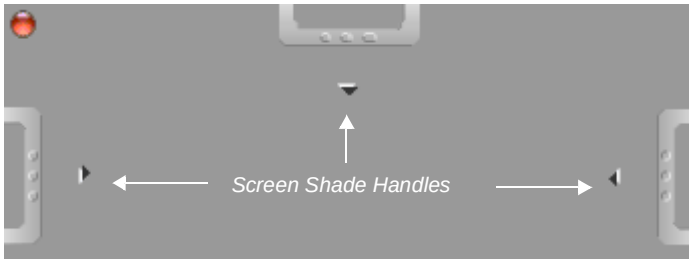
Select **Open Other Tools** from the SMART Board tools menu for access to the Pointer, Screen Shade, Spotlight and Magnifier.

Pointer

Use the Pointer to launch a small pointer for directing audience attention to an important piece of information on the screen.

Screen Shade

Cover your screen, then gradually reveal information to your audience or class with the Screen Shade.

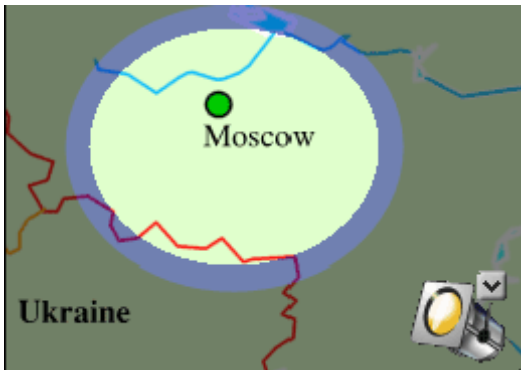


Press and hold a screen shade handle, then drag it in the direction from which you would like to reveal the information.

Double-press the Screen Shade to cover your screen again.

Spotlight

The Spotlight helps focus students' attention on a specific part of your screen.

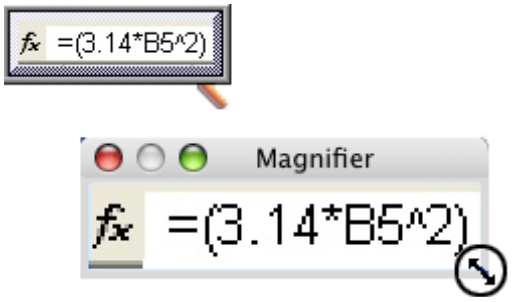


Press the drop-down arrow to view options that will allow you to change the shape and transparency of the spotlight. The drop-down arrow is also used to close the Spotlight.

Expand or contract the Spotlight by pressing and dragging the blue border. Move the Spotlight by pressing anywhere in the dark area of the screen and dragging the Spotlight to the area of the screen where you want your audience to focus.

Magnifier

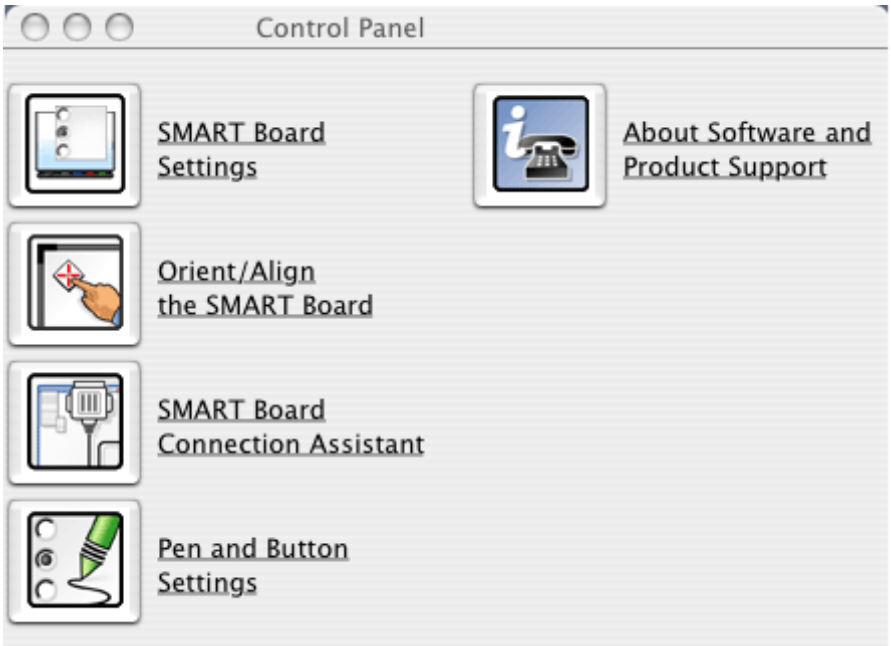
The Magnifier tool consists of two windows. Use the smaller window to select the area of the screen you would like to magnify, such as a spreadsheet cell or an Internet address that people in the back of a room are having trouble seeing. The bigger window displays the enlarged view of the area being magnified.



Drag the edge of the large box to increase or decrease the area that will be magnified.

Control Panel

The Control Panel is where you can configure a variety of software and hardware options for your SMART interactive product. To open the Control Panel, press and hold the SMART Board icon in the Dock and select **Open Control Panel**.



SMART Board Settings

The SMART Board Settings window enables you to check the connection status of the interactive whiteboard and manually connect your product if necessary. The SMART Board settings dialog box also allows you to adjust video output and perform other hardware-related procedures.

Orient/Align the SMART Board

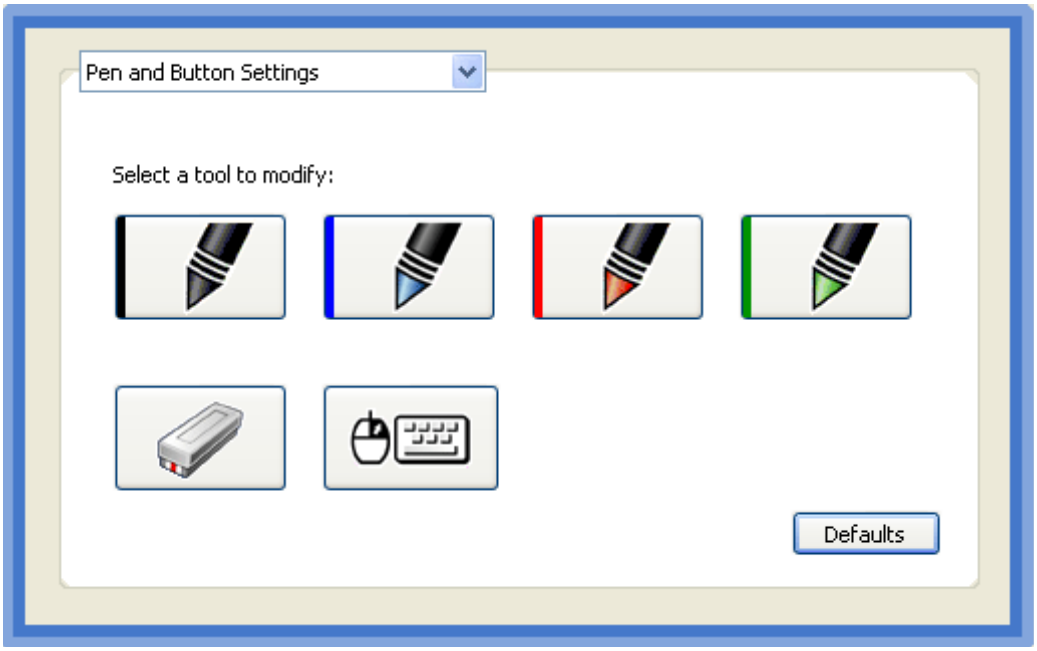
Launch the orientation screen by pressing the **Orient/Align the SMART Board** button. The orientation process is covered in detail in the Getting Started section of this workbook.

SMART Board Connection Assistant

Use the SMART Board Connection Assistant to quickly connect your interactive whiteboard to your computer and adjust the image projected on the interactive whiteboard's surface.

Pen and Button Settings

Modify the properties of the pen-tray tools using the Pen and Button Settings screen. You can increase or decrease the eraser size and customize the pen-tray button settings. Press the button for the tool that you wish to change, and a dialog box for that tool will appear.

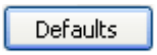


Selecting a pen button will launch the Customize Pen dialog box. You can use the palettes and drop-down menus to change line color, width, ends, thickness and transparency.

Selecting the eraser button launches the Customize Eraser dialog box and allows you to adjust the thickness of the eraser.

Selecting the button with the control-click and keyboard icons launches the Customize Buttons dialog box. From here you can select which actions you would like to perform when you press the buttons traditionally reserved to perform a control-click or launch the On-Screen Keyboard.

Press the **Defaults** button to restore the pens, eraser and buttons to their factory settings. You might do this after you have customized the pen and button settings for a specific presentation or lesson. Restoring the default settings will ensure the SMART product performs in a manner that is familiar to the next person who uses it.

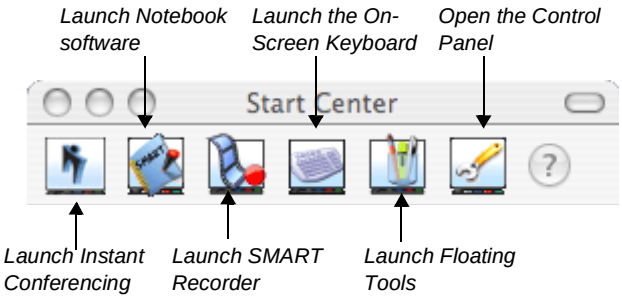


About Software and Product Support

Press the **About Software and Product Support** button to learn more about SMART Board software, contact SMART's Technical Support group, upgrade your software, register your interactive whiteboard, perform a diagnostic, or access support, training and other resources.

Start Center

The Start Center is a convenient toolbar that gives you access to the most commonly used SMART Board interactive whiteboard tools. Launch the Start Center by pressing once on the SMART Board icon in the Dock**.**



Instant Conferencing

Select **Instant Conferencing** from the Start Center to launch the Instant Conferencing Using Bridgit™ dialog box.

Press the **Share SMART Board** button to share your computer's desktop with meeting or lesson participants over the Internet. The Create Conference dialog box will guide you through the steps required to start your conference and prompt you to invite attendees to your conference.

Press the **Join a Conference** button to launch the Bridgit conferencing software dialog box. Type the Internet address of the server hosting the conference you would like to join in the Server Name text field and press the **Connect** button to see a list of conferences available on the selected server. The person who started the Bridgit conference should be able to supply you with the server's Internet address.

Press the **Configure Conferencing Settings** button to view or edit information regarding the server name used to host a conference, your user name and your account password.

Review: SMART Board Tools

1 How do you launch the SMART Board Tools menu?

2 How do you add or remove tools from the Floating Tools toolbar?

3 What are the two options for selecting an area of your screen that you want to record when using SMART Recorder?

-
-

4 How do you launch the Screen Shade, Magnifier or Spotlight tools?

Answers: SMART Board Tools

1 How do you launch the SMART Board Tools menu?

Press and hold the SMART Board icon in the Dock.

2 How do you add or remove tools from the Floating Tools toolbar?

Press the **More** button on the Floating Tools toolbar. To add a tool, select it from the Available Tools menu, press **Add >>** and then press the **OK** button. To remove a tool, select it from the Current Toolbar menu, press **<< Remove** and then press the **OK** button.

3 What are the two options for selecting an area of your screen that you want to record when using SMART Recorder?

- Record Desktop (default)
- Record Area

4 How do you launch the Screen Shade, Magnifier or Spotlight tools?

Press and hold the SMART Board icon in the Dock, then select **Other SMART Tools**. Select the tool you would like to use from the drop-down menu.

Additional Resources

What's Next?

SMART supports your use of SMART products with a number of resources, including free training materials on the SMART website, a special online community for educators and a free version of SMART Ideas concept-mapping software with each registered SMART Board interactive whiteboard.

The SMART Training Center

The SMART Training Center is where you'll find additional training resources and support, including free training material and free online training sessions. Visit www.smarttech.com/trainingcenter.

Free Training Materials

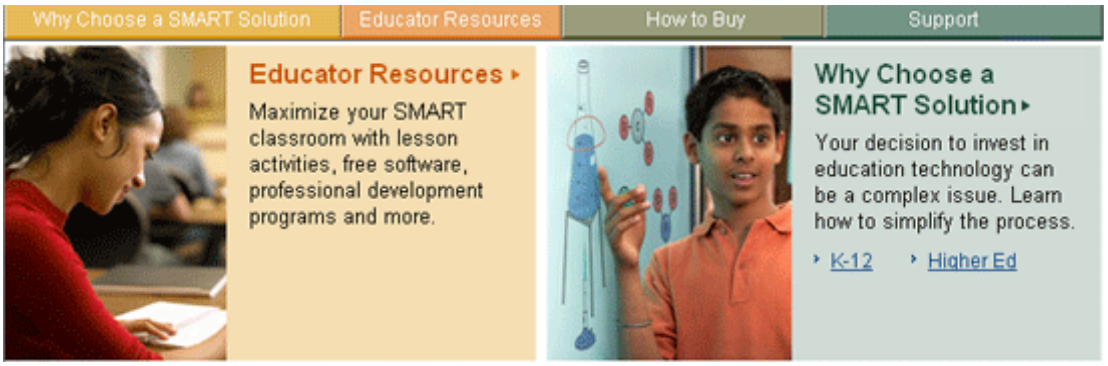
The free training materials available from www.smarttech.com consist of Quick Reference Guides and a Hands-On Practice exercise. Quick Reference Guides are simple one- or two-page guides covering the features of SMART Products. They are formatted for printing, so you can keep them right beside your SMART Board interactive whiteboard. The Hands-On Practice exercise is a practical introduction to SMART Board interactive whiteboard basics.

SMART's Education Solutions Website

SMART's education solutions website is an online community where educators can share resources and ideas with other educators worldwide. The education solutions website is where you will find the following resources:

- **Free learning resources** for use with SMART products, including content collections, software applications and website resources
- **Hundreds of Notebook software lesson activities** correlated to state and provincial curriculum standards
- **Professional development programs** to reward, recognize and support educators
- **Research** on the effectiveness of SMART Board interactive whiteboards in learning environments
- **Advice** for educators about using SMART products, integrating peripherals, mastering grant writing and evaluating technology

Visit http://education.smarttech.com.

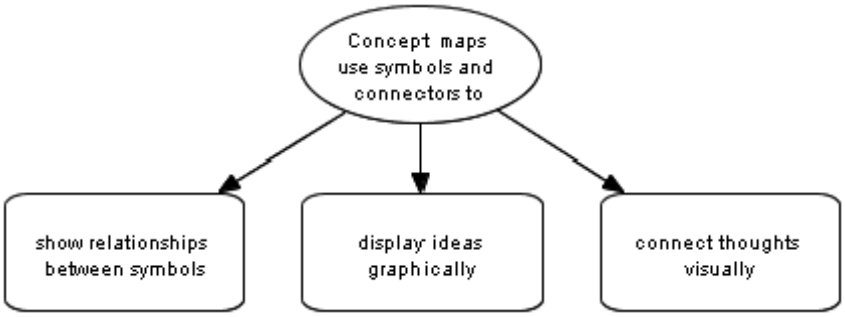


SMART Ideas® Concept-Mapping Software

Visual representations of information help students learn critical-thinking skills in the classroom. Interactive concept maps allow students to explore a topic by adding multiple levels to a map and selecting images to illustrate them. SMART Ideas concept-mapping software not only helps your students connect ideas, organize concepts and plan projects – it motivates them to learn.

Registered users of a SMART Board interactive whiteboard receive a free version of SMART Ideas software. Visit the SMART website at www.smarttech.com, select Product Registration from the Quick Links and complete the registration process.

What Is a Concept Map?



Creating Symbols with SMART Ideas Software

Open SMART Ideas software and select **Blank Diagram**.

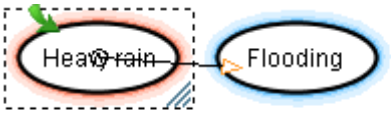
1. Type *Heavy rain*
2. Press **Enter**
3. Create a second symbol by typing *Flooding*
4. Press **Enter**

Linking Symbols with Connectors

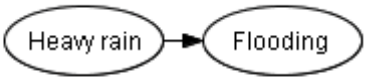
Select the symbol you would like to connect to another symbol.

.

1. Select the Connector icon



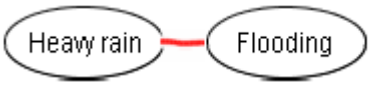
2. Drag it to the symbol you would like to link



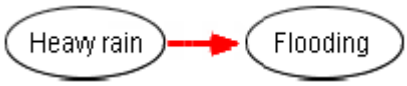
3. A connector will link the symbols

Or draw a line to connect your symbols.

1. Choose symbols you would like to connect



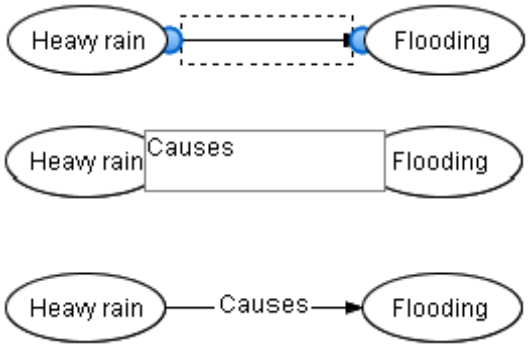
2. Draw a line from one symbol to the other symbol



3. A connector will link the symbols

Labeling Connectors

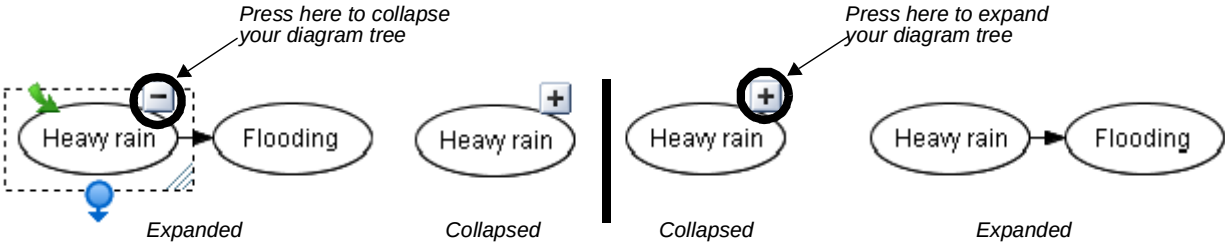
Label a connector to show how ideas relate to one another.



1. Select the Connector icon and press inside the hatched box
2. Type a label for your connector
3. Press **Enter**

Expanding and Collapsing Diagram Trees

Select a symbol that is linked to another symbol. The connection can be expanded or collapsed.



Creating Layered Diagrams

You can create an unlimited number of sublevels within your diagram that can be used to give more information about specific ideas. Each sublevel contains a new diagram and is part of your original SMART Ideas file.

Creating a New Sublevel

1. Press the green arrow in the top left corner of the selected symbo.
2. A new blank work space will open. Create your sublevel diagram
3. When you are working on a sublevel, use the links that appear in the top left corner of the work area to navigate back to your main diagram

Press the green arrow on a symbol to return to the diagram's sublevel.

Summary

How am I supposed to remember all this?

The best way to become proficient with any skill is to use it. Select the information most valuable to you, and apply it to your job. Once you become comfortable with the basics, you can always refer back to this Learner Workbook*, or visit the SMART Training Center (www.smarttech.com/trainingcenter).You can always visit SMART's education solutions website (http://education.smarttech.com) for lesson ideas.*

You will find a few Quick Reference Guides you may want to keep near your SMART Board interactive whiteboard on the next pages. You can download more Quick Reference Guides from the SMART Training Center at no cost.

Notebook Software Version 9.5 Toolbars

Notebook Software Toolbar

The Notebook™ software toolbar gives you access to a number of tools to help you work with your Notebook file. By default, the toolbar appears at the top of the Notebook page. If you prefer to sit, or are working with young students, it may be more convenient to move the toolbar to the bottom of the page. To do this, press the down arrow on the far right of the toolbar.

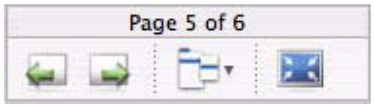
Button	Use this tool to	Button	Use this tool to
	display the previous Notebook page		write or draw on the Notebook page with the pen tool
	display the next Notebook page		write or draw on the Notebook page with the creative pen tool
	insert a blank Notebook page directly after the active Notebook page		erase digital ink on the Notebook page
	save your Notebook page		draw a line
	paste copied object(s) into a Notebook file		create a shape
	undo the last action you performed		create a text-entry box for typing
	delete any selected object		set the color of a drawing tool or selected shape
	show/hide the Screen Shade on the current Notebook page		set the transparency of a drawing tool, a selected shape or an object
	open Full Screen view		select the line properties of a drawing tool or selected shape
	launch the Screen Capture toolbar		move the toolbar to the bottom of the Notebook page
	select any object on the page with your finger or mouse		

NOTE: Control-click on the Notebook software toolbar for the option to customize it. For example, you might want to select **Icon & Text** from the control-click menu to add text below each icon. The text will help you learn which function each icon represents.

Select **Customize Toolbar** to add additional items, such as Zoom, to the toolbar. Adding the Zoom button allows you to quickly enlarge any content on the active page that people at the back of the room are having trouble seeing.

Full Screen Toolbar

The Full Screen toolbar allows you to work with your Notebook file while in full screen mode.



Button	Use this tool to	Button	Use this tool to
	display the previous Notebook page		display a menu of more options, for example, the shapes or pen options
	display the next Notebook page		exit full screen

Side Tabs

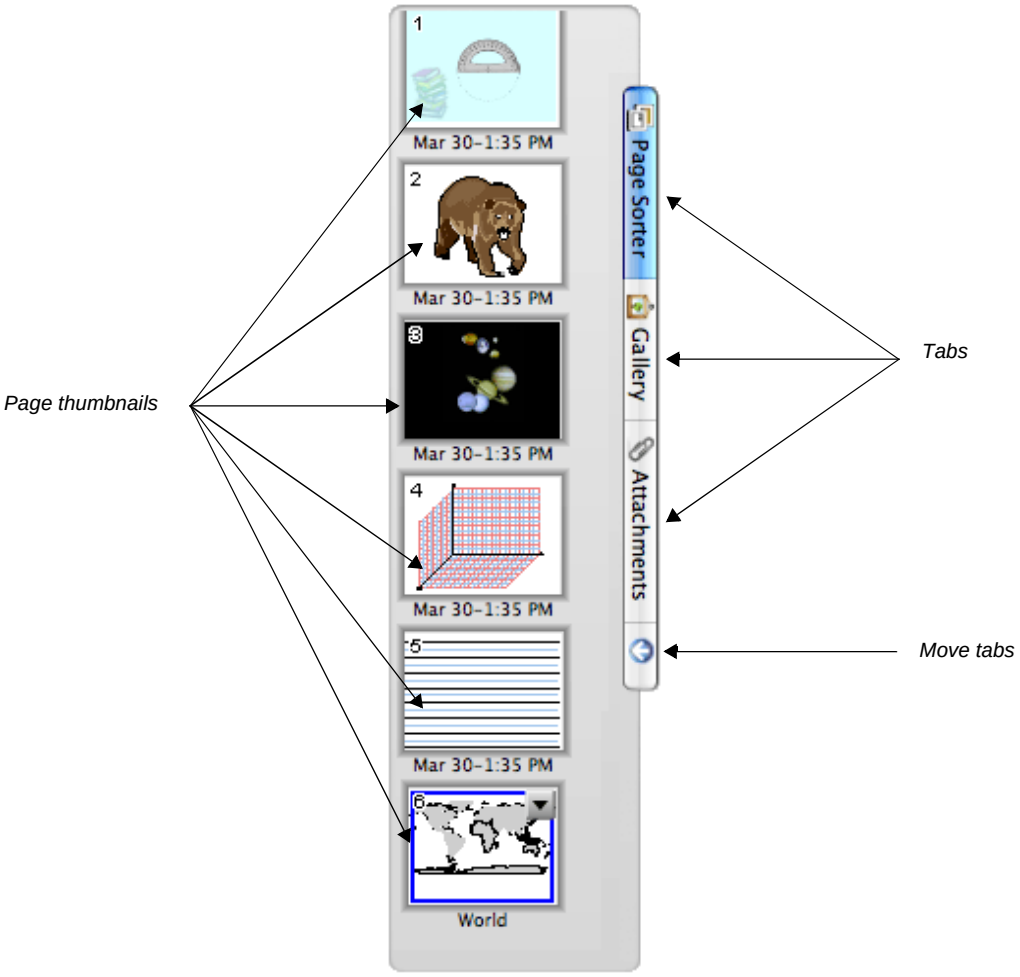
There are three tabs on the right-hand side of the Notebook interface.

Press the **Page Sorter** tab to allow you to see a thumbnail image of each page in your Notebook file. A key feature of Notebook software is the ability to add as many pages as you need to capture or display information.

Press the **Gallery** tab for collections of SMART's custom pages, clip art, Macromedia® Flash® animations and video you can add to your Notebook file.

Press the **Attachments** tab to add hyperlinks to or attachments from other software applications in your file.

Press the arrow button to move the three tabs to the other side of the page – often a more comfortable location for left-handed presenters.



© 2006 SMART Technologies Inc. All rights reserved. Notebook and the SMART logo are trademarks of SMART Technologies Inc. All other third-party products and company names may be trademarks of their respective owners. Printed in Canada 04/2006.

Quick Reference

SMART Board™ Start Center for Macintosh Computers

Start Center is a compact, movable toolbar that features your most frequently used SMART Board features and applications.

Opening the Start Center

To open the Start Center, press the **SMART Board Tools** icon in the Dock. The Start Center will appear on your screen.

What Do the Buttons Do?

The Start Center buttons launch commonly used applications and tools.

Notebook™ software
Create a presentation that's full of colorful clip art, Macromedia® Flash® objects, graphics and text from a variety of sources.

Instant conferencing using Bridgit™ software
Bridgit conferencing software is a client/server application that lets you share applications and information with anyone, anywhere in the world.

Floating tools
This versatile toolbar, including utilities such as on-screen Pen tools and an area capture button, floats over any open application on your interactive product.

Start Center Help
Searchable Help that answers any questions you have about the Start Center or SMART Board software.

SMART Recorder
Record everything you do on the interactive screen. If you have a microphone connected, you can also record a narration of your actions.

SMART Keyboard
An on-screen, touch sensitive keyboard so that you can add text to an application or dialog box.

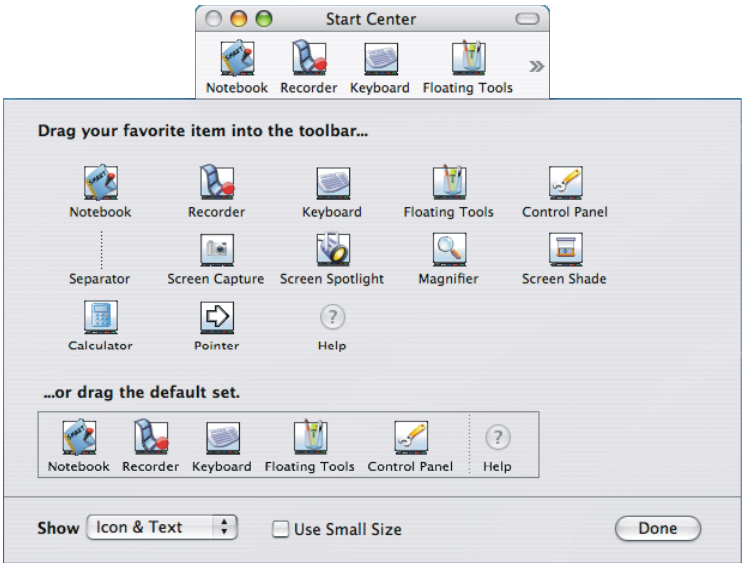
SMART Board Control Panel
Configure your interactive product and SMART Board software. For example, you can change the color and thickness of your Pen tools.

Customizing the Start Center

To customize the Start Center

1. Press the **SMART Board Tools** icon in the Dock.
2. Press **Configure Tools** at the top of the screen.
3. Select **Start Center Options**.

To add or remove buttons from the Start Center, drag them from the list of available buttons onto the Start Center toolbar. Reverse the process to remove items. For example, you can add a Screen Shade button to the Start Center to gradually reveal information during presentations.



© 2006 SMART Technologies Inc. SMART Board, Notebook, Bridgit and the SMART logo are trademarks of SMART Technologies Inc. All rights reserved. All other third-party product and company names may be trademarks of their respective owners. 03/2006.

Session Feedback

Please take a moment to complete this questionnaire in as much detail as possible. Your feedback is an integral part of improving our future training sessions. All comments are welcome.

Please choose the value that best represents your satisfaction level with the following, from the scale provided:

1 – Very dissatisfied 2 – Dissatisfied 3 – Satisfied 4 – Very satisfied

	1	2	3	4
How do you feel about the overall structure and design of the course?	☐	☐	☐	☐
Were you satisfied with the pace of the session?	☐	☐	☐	☐
What do you think about the relevance of the course content?	☐	☐	☐	☐
Were you satisfied with the *learner workbook* as a learning resource?	☐	☐	☐	☐
Were you satisfied with the hands-on activities?	☐	☐	☐	☐
How effective did you find the presenter?	☐	☐	☐	☐
Are you satisfied with the knowledge you gained from the session?	☐	☐	☐	☐

Your responses here will help us to design our training to meet customer needs. Check the appropriate response.

The length of the training session was	too long ☐	too short ☐	just right ☐
Besides students how many users share the SMART product you use?	only me ☐	2–4 ☐	5 or more ☐
How long has your organization used SMART products?	Less than 1 year ☐	1–3 years ☐	More than 4 years ☐
How often have you used the SMART Board™ interactive whiteboard?	Never ☐	Occasionally ☐	Regularly ☐
Will you use the SMART Board interactive whiteboard more often having completed this course? If no, please explain.		Yes ☐	No ☐

_____

Please add any comments or suggestions. You can write on the back of the page if you need to.

_____

_____

_____

Thank you for taking the time to respond. We appreciate your feedback. If there are any questions or concerns not addressed here, please speak to your trainer or e-mail training@smarttech.com.